



Rizzetta & Company

# **Glen St. Johns Community Development District**

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## **Board of Supervisors' Meeting August 17, 2022**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

**[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)**



# GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT AGENDA

Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, FL 32084

<b>District Board of Supervisors</b>	Darren Romero	Chairman
	Mabel Perez	Vice Chairman
	Skip Thompson	Assistant Secretary
	Jamie Williams	Assistant Secretary
	Bliss Carley	Assistant Secretary
<b>District Manager</b>	Lesley Gallagher	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock, LLP
<b>District Engineer</b>	Vince Dunn	Dunn & Associates, Inc.

**All Cellular phones and pagers must be turned off while in the meeting room.  
The District Agenda is comprised of five different sections:**

The **regular** meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904) 436-6270, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.



# GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

August 10, 2022

Board of Supervisors  
Glen St. Johns Community  
Development District

## AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **August 17, 2022 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084. Following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on May 20, 2022.....Tab 1
  - B. Ratification of the Operation and Maintenance Expenditures for May and June 2022.....Tab 2
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Ratification of Stormwater Analysis.....Tab 3
  - C. Landscape Report.....Tab 4
  - D. Amenity Manager Report.....Tab 5
  - E. District Manager
5. **BUSINESS ITEMS**
  - A. Consideration of Proposals for Holiday Lighting.....Tab 6
  - B. Consideration of Renewal Proposal from Vesta For Amenity Management.....Tab 7
  - C. Consideration of Renewal Proposal from Estate Management for Pond Maintenance.....Tab 8
  - D. Consideration of Resolution 2022-05; Setting the Date, Time, and Location of FY 2022/23 Regular Meetings.....Tab 9
  - E. Public Hearing on FY 2022-23 Budget
    - 1.) Consideration of Resolution 2022-06; Adopting FY 2022/23 Budget.....Tab 10
  - F. Consideration of Resolution 2022-07; Imposing Special Assessments.....Tab 11
  - G. Acceptance of Second Addendum – Contract for Professional District Services.....Tab 12
  - H. Discussion Regarding Rules and Policies.....Tab 13
    - 1.) Amenity Facility
    - 2.) Overnight Parking and Towing
    - 3.) Fishing



**6. SUPERVISOR REQUESTS**

**7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,  
*Lesley Gallagher*  
Lesley Gallagher  
District Manager



## **Tab 1**



## MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **Wednesday, April 20, 2022 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084.

Present and constituting a quorum:

Darren Romero	<b>Board Supervisor, Chairman</b>
Mabel Perez	<b>Board Supervisor, Vice Chairman</b>
Skip Thompson	<b>Board Supervisor, Assistant Secretary</b>
Jamie Williams	<b>Board Supervisor, Assistant Secretary</b>
Bliss Carley	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b> (via speakerphone)
Steve Howell	<b>Field Operations Manager, Vesta</b>
Scott Settlemires	<b>Sr Account Manager, VerdeGo Landscaping</b>
David Taylor	<b>District Engineer</b> (via speakerphone)

Audience

**No Audience Present**

## FIRST ORDER OF BUSINESS

## Call to Order

Ms. Gallagher called the meeting to order at 10:01 a.m. and read roll call.

## SECOND ORDER OF BUSINESS

## Audience Comments on Agenda Items

No audience comments.



**THIRD ORDER OF BUSINESS****Consideration of the Minutes of the  
Board of Supervisors' Regular  
Meeting held February 16, 2022**

Consideration of the Minutes of the Board of Supervisors' Regular  
Meeting held on March 16, 2022

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on March 16, 2022, as amended for Glen St. Johns Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of the Operation and  
Maintenance Expenditures for  
February 2022**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board ratified the Operations and Maintenance Expenditures for February 2022 in the amount of \$33,988.47 for Glen St. Johns Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel  
No report.

Ms. Buchanan did note that the Board may be hearing about the changes propose for Florida Special Districts on the news specifically Reedy Creek and approximately four other districts. These changes will not impact most community development districts. She also has not received any updates on the claim filed against the district.

*Ms. Perez joined the meeting in progress*

- B. District Engineer

1. Acceptance of Annual Report and Review of Repair Memorandum

Mr. Taylor reviewed the report and memorandum. Ms. Gallagher noted that Mr. Howell confirmed that he has communicated with the aquatics vendor to clear the vegetation in the outflows, Vesta regarding items 9 and 11 and that she and Mr. Howell have both had conversations with Dennis Armstrong Construction for a proposal to resolve item #2 and that this work would need to take place in the dry months. Mr. Taylor noted that there are no flooding issues related to this and the work could be completed in the dry months. Mr. Settlemires from VerdeGo was unaware of #9 and would review on site. The Board accepted the annual engineer's report.



On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board accepted the Annual Engineers Report for Glen St. Johns Community Development District.

C. Landscape Report

Mr. Settlemyres was available to answer any questions. The Chairman noted that irrigation was running outside of the area that the CDD maintains along Leo Maguire and this should be reviewed. Mr. Settlemyres also noted that the annuals were scheduled for Friday. Mr. Settlemyres updated the Board that he completed a landscape inspection report this week and the area was too wet to mow, tree limbs along sidewalks at the St. Croix park needed to be trimmed. Ms. Gallagher updated the Board that M. Settlemyres had submitted a proposal to add plant material round the HOA message board. Since this is not an area that the CDD maintains, they directed her to forward it to the HOA manager.

D. Amenity Manager

1. Consideration of Summer Flag Football
2. Estate Management, Pond Report

There was no written report for the agenda. Mr. Howell reviewed the Fire Sprinkler Services Proposal (agenda item 5B.) The Board approved the proposal in the amount of \$2065.00.

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board Approved the Fire Sprinkler Services Proposal in the amount of \$2065.00 for Glen St. Johns Community Development District.

Mr. Howell then confirmed that Vesta would not be putting on swim lessons this summer. It was requested that an E blast request be sent out to the HOA to remind residents that the CDD amenities may not be used for commercial purposes if they are attempting to coordinate lessons on their own and should contact Mr. Howell directly.

E. District Manager NEXT MEETING: JUNE 15, 2022

Ms. Gallagher reviewed the District Manager's report and note that the qualification period for the general election is Noon June 13, 2022 through Noon, June 17, 2022 and that interested candidates would qualify through the St. Johns County Supervisor of Elections Office.



**SIXTH ORDER OF BUSINESS****Acceptance of FY 2021 Audit**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board Accepted the Audit for period ending September 30, 2021 for Glen St. Johns Community Development District.

**SEVENTH ORDER OF BUSINESS****Consideration of Proposal(s) for  
Sprinkler System Repairs, Inspection  
and Monitoring (under separate cover)**

This item was covered under the Amenity Manager Report

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2022-04;  
Approving FY 22/23 Proposed Budget  
and Setting Public Hearing**

Ms. Gallagher reviewed the proposed budget for FY 2/23 noting no proposed change in assessments. Discussion ensued.

On a motion by Mr. Thompson, seconded by Ms. Carley, with all in favor, the Board Adopted Resolution 2022-04, approving the Proposed Budget for FY 22/23 as presented and Set the Public Hearing date for August 17, 2022 at 10am at the Holiday Inn Express location for Glen St. Johns Community Development District.

**NINTH ORDER OF BUSINESS****Field Proposals Upon Receipt**

There were no field proposals presented..

**TENTH ORDER OF BUSINESS****Supervisors Request and Audience  
Comments**

Mr. Thompson requested that Meadow Ridge developer be contacted to ask them to contribute to streetlight costs along Leo Maguire and St. Thomas Island Parkway.

Mr. Thompson commented on teens from Meadow Ridge accessing the amenity center by climbing over the gate and congregating in the men's restroom as card reader is not working correctly. He will review the card reader and secure the trash cans so they are not used to climb over the gate.

Ms. Gallagher was asked to check the relays and time restrictions with access system.

Mr. Thompson noted requests from residents for half court basketball.

**ELEVENTH ORDER OF BUSINESS****Adjournment**



On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:20 a.m. for Glen St. Johns Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT



## **Tab 2**



# Glen St. Johns Community Development District

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District Office · St. Augustine, Florida 32084

Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614

[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

## **Operations and Maintenance Expenditures**

**May 2022**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2022 through May 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$29,879.09**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary



# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT & T Corp	2022-05-01	132474430 04/22	Phone/Internet/Alarm Monitoring 04/22	\$ 103.30
AT & T Corp	2022-05-01	132474430 05/22	Phone/Internet/Alarm Monitoring 05/22	\$ 103.30
Atlantic Companies	003330	245605	Access Cards 04/22	\$ 351.00
Dunn & Associates, Inc.	003322	22-346	Engineering Services 04/22	\$ 455.00
Estate Management Services, Inc.	003326	39170	Pond Management Services 05/22	\$ 839.52
Fire Sprinkler Services, LLC	003327	12456428	Sprinklers Replacement/5 Year Inspection 05/22	\$ 2,065.00
Florida Power & Light Company	2022-05-02	FPL Summary 04/22	FPL Summary 04/22	\$ 3,888.45
Glen St. Johns CDD	CD009		Debit Card Replenishment	\$ 16.11
Hancock Bank	003323	38910	Trustee Fees Series 2006 11/02/21-05/01/22	\$ 1,975.00
JEA	2022-05-03	1608024175 03/22	1430 St Thomas Island Py 03/22	\$ 463.59
Kutak Rock, LLP	003324	3040195	Legal Services 03/22	\$ 1,314.00



# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2022 Through May 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Mary Penwell	003332	052422	Refund of Access Card Payment 05/22	\$ 15.00
National Playground Construction, LLC	003331	BP102345	Playground Equipment Installation 04/22	\$ 1,975.00
Rizzetta & Company, Inc.	003321	INV0000067889	District Management Fees 05/22	\$ 3,260.83
Verdego, LLC	003328	8078	Monthly Landscape Maintenance 05/22	\$ 8,643.08
Verdego, LLC	003328	8170	Buffer Bed Install 05/22	\$ 1,585.08
Vesta Property Services, Inc.	003325	398336	Amenity Management Services 05/22	\$ 2,620.46
Vesta Property Services, Inc.	003329	399025	Billable Expenses 04/22	\$ 62.40
Waste Pro, Inc	2022-05-04	0000355906	Waste Disposal Services 06/22	<u>\$ 142.97</u>
<b>Report Total</b>				<b><u>\$ 29,879.09</u></b>



# Glen St. Johns Community Development District

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Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614

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## **Operations and Maintenance Expenditures**

**June 2022**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2022 through June 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$30,151.23**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary



## Glen St. Johns Community Development District

### Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
All Weather Contractors, Inc.	003334	141394	Concrete Repairs 05/22	\$ 4,480.00
Disclosure Services, LLC	003345	4	Amortization Schedule Series 2006	\$ 100.00
Dunn & Associates, Inc.	003346	22-407	Engineering Services 05/22	\$ 2,542.50
Estate Management Services, Inc.	003339	40082	Pond Management Services 06/22	\$ 839.52
Florida Department of Health in St. Johns County	003340	55-BID-5914383	Pool Permit #55-60-1514450 22/23	\$ 350.00
Florida Power & Light Company	2022-06-01	FPL Summary 05/22	FPL Summary 05/22	\$ 4,003.28
Holiday Inn Express & Suites	003335	052022	BOS Meeting Space Rental 06/15/22	\$ 100.00
JEA	2022-06-02	1608024175 04/22-	1430 St Thomas Island Py 04/22	\$ 470.79
Kutak Rock, LLP	003337	3054532	Legal Services 04/22	\$ 667.00
Protection Group USA, Inc.	003338	17373	Annual Fire Alarm Inspection/Upgrade & Repairs 05/22	\$ 1,129.00
Protection Group USA, Inc.	003338	8821-M	Quarterly Monitoring Service 06/22	\$ 135.00



## Glen St. Johns Community Development District

### Paid Operation & Maintenance Expenditures

June 1, 2022 Through June 30, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003336	INV0000068734	District Management Fees 06/22	\$ 3,260.83
The St. Augustine Record Dept 1261	003341	0003416613-01 05/25/22	Acct #15636 Legal Advertising 05/22	\$ 89.75
Turner Pest Control	003342	18181873	Termite Bond FY 22/23	\$ 250.00
Verdego, LLC	003343	8372	Monthly Landscape Maintenance 06/22	\$ 8,643.08
Vesta Property Services, Inc.	003344	399163	Amenity Management Services 06/22	\$ 2,620.46
Vesta Property Services, Inc.	003344	399882	Billable Expenses 05/22	\$ 322.58
Waste Pro, Inc	2022-06-03	0000358254	Waste Disposal Services 07/22	<u>\$ 147.44</u>
<b>Report Total</b>				<b><u>\$ 30,151.23</u></b>



## **Tab 3**



**GLEN ST. JOHNS**

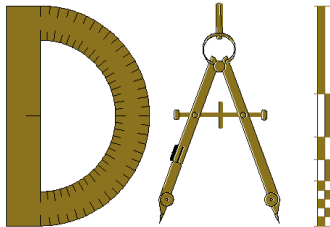
**COMMUNITY DEVELOPMENT DISTRICT**

**20 Year Stormwater Needs Analysis Report**

**Prepared for:**

**BOARD OF SUPERVISORS**  
**GLEN ST. JOHNS CDD**

**June 3, 2022**



**Prepared By:**

**DUNN & ASSOCIATES, INC.**  
**8647 Baypine Road, Suite 200**  
**Jacksonville, Florida 32256**



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## LIST OF EXHIBITS

**Exhibit No.**

**Title**

1

Master Drainage Plan CDD



## **1.0 INTRODUCTION**

The Glen St. Johns Community Development District ("CDD" or the "District") is a local special purpose government entity established in 2006. The District contains approximately 366 acres of land located within St. Johns County, Florida. The stormwater system for the project is complete. The District provides a long-term solution to the operation and maintenance of the community stormwater facilities.

## **2.0 GENERAL**

As part of the 2021 regular session, the Florida Legislature recognized the need for a long term planning process for stormwater and wastewater. Section 403.9302, Florida Statutes, requires a 20-year needs analysis from the local governments providing stormwater services. The guidelines for this report indicated that because this planning document is forward-looking, it will necessarily include a large number of assumptions about future actions. These assumptions should be based on any available information coupled with best professional judgment of the individuals completing the document. As such, the information compiled within the following report is based upon previous construction plans, site visits, on-going stormwater maintenance activities, historical cost data and future anticipated stormwater maintenance costs.

### **Stormwater Facilities**

The stormwater facilities in Glen St. Johns CDD consist of stormwater ponds to capture and treat stormwater runoff from developed areas and control structures that regulate the volume of water detained and detention periods. The storm sewer conveyance system will remove surface drainage from the roadways via curb and gutter, swales/ditches, storm inlets and culvert pipes that will collect and convey surface drainage to proposed stormwater detention ponds for storage, treatment and flood protection.

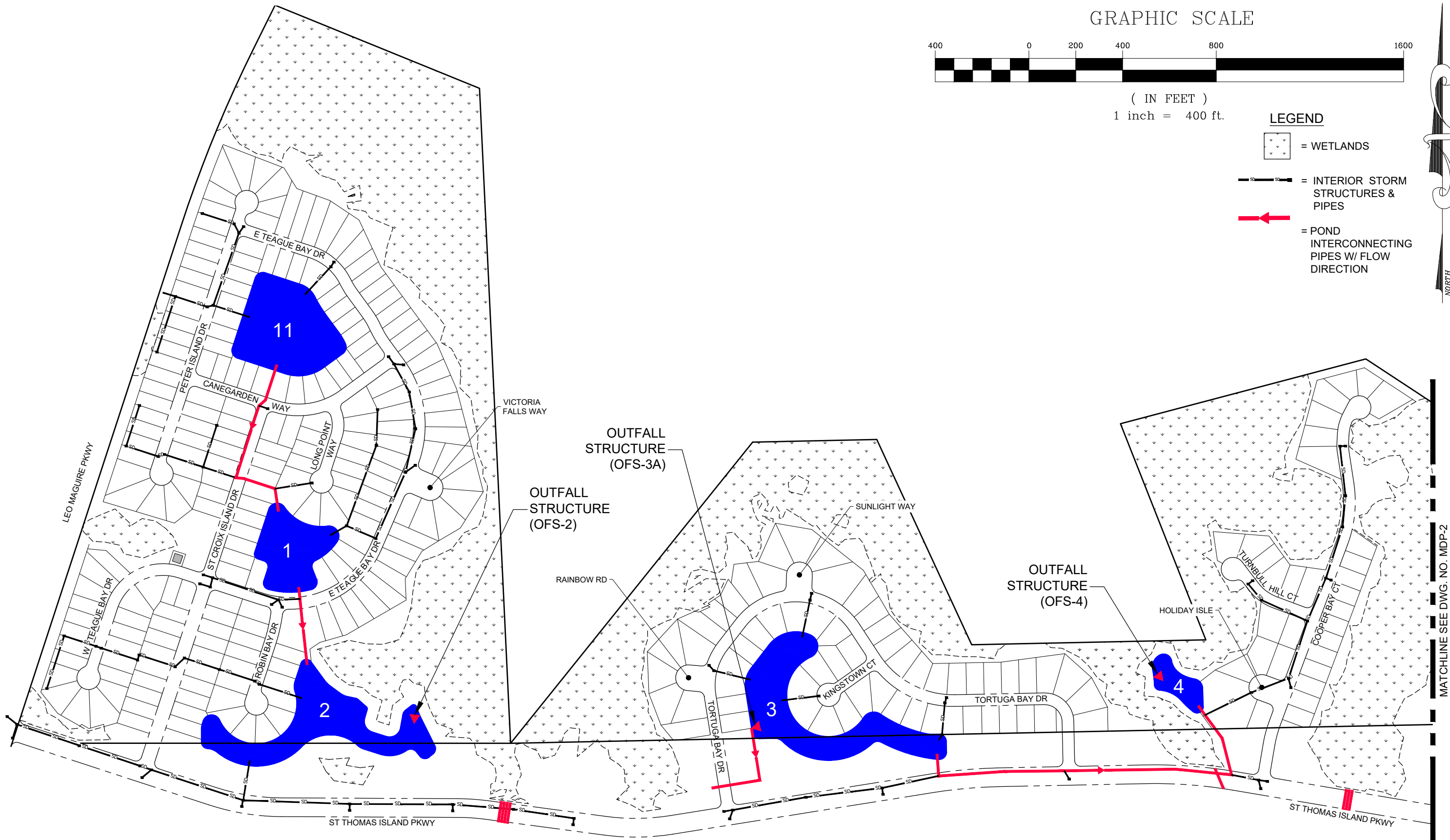


## **ATTACHMENTS**

1 Stormwater Needs Analysis Parts 1-4

2 Stormwater Needs Analysis Parts 5-8

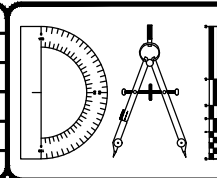




P:\0809-230-4 GLEN ST JOHNS CDD\EXHIBITS\2304CDD\_MSP1-2.DWG 6/1/2022 2:21:44 PM Steve Murrin

REVISIONS			
NO.	DATE	DESCRIPTION	BY:

DESIGNED BY:	DAI
DRAWN BY:	SM
CHECKED BY:	V. DUNN
SCALE:	1" = 400'
DATE:	June 1, 2022
PROJ. NO.:	0809-230-4SW



**Dunn & Associates, Inc.**  
CIVIL ENGINEERS / LAND PLANNERS  
8647 Baypine Road, Suite 200  
Jacksonville, Florida 32256  
Phone: (904)363-8916 Fax: (904)363-8917  
www.dunneng.com

**GLEN ST JOHNS**  
FOR:  
GLEN ST JOHNS CDD  
  
ST JOHNS COUNTY, FLORIDA  
MASTER DRAINAGE PLAN - CDD

VINCENT J. DUNN ENGINEER NO. 39452  
DAVID M. TAYLOR ENGINEER NO. 44164  
GLEN R. WIEGER ENGINEER NO. 81419  
CERTIFICATE OF AUTHORIZATION NO. 27168

SHEET 1 of 2  
**MDP-1**



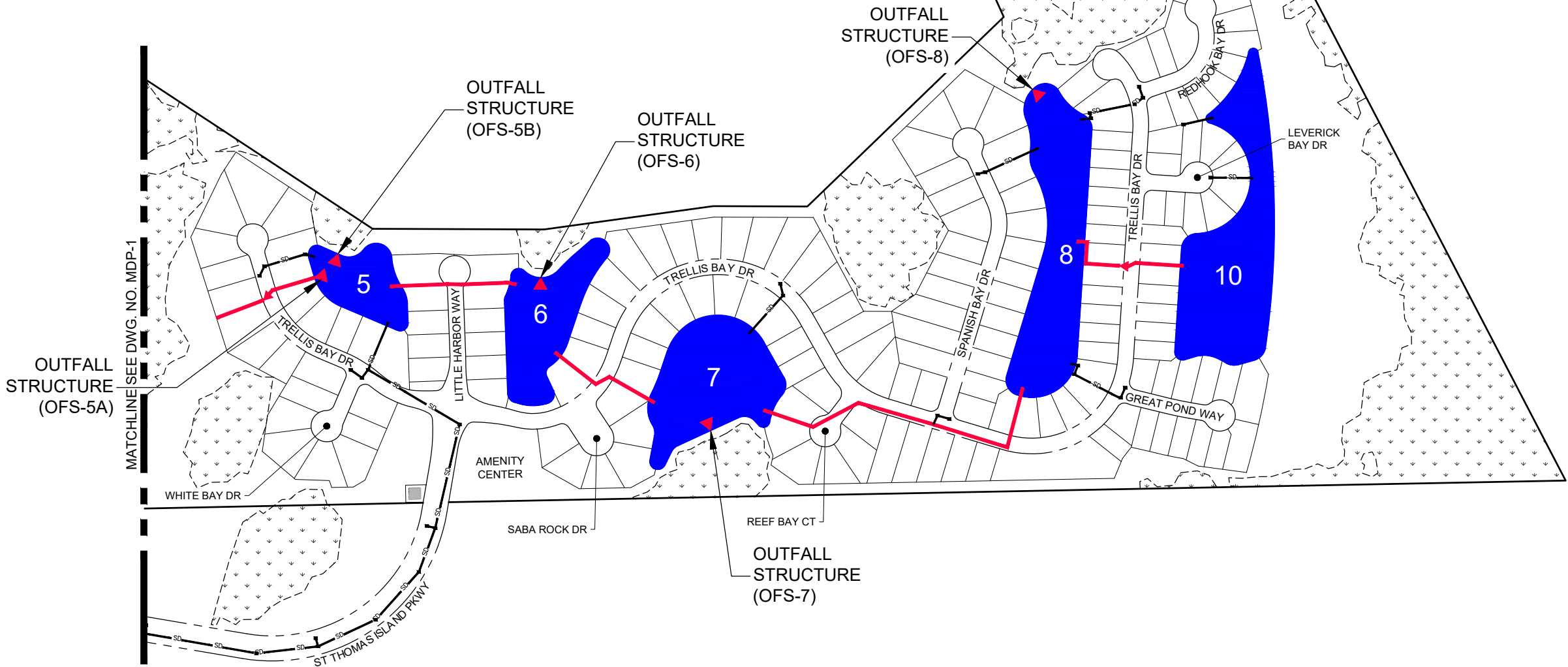
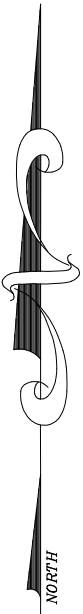
GRAPHIC SCALE



( IN FEET )  
1 inch = 400 ft.

LEGEND

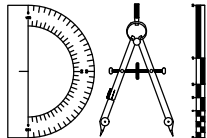
- = WETLANDS
- = INTERIOR STORM STRUCTURES & PIPES
- = POND INTERCONNECTING PIPES W/ FLOW DIRECTION



P:\0809-230-4 GLEN ST JOHNS CDD\EXHIBITS\2304CDD\_MSP1-2.DWG 6/1/2022 2:23:20 PM Steve Murrin

REVISIONS			
NO.	DATE	DESCRIPTION	BY:

DESIGNED BY:	DAI
DRAWN BY:	SM
CHECKED BY:	V. DUNN
SCALE:	1" = 400'
DATE:	June 1, 2022
PROJ. NO.:	0809-230-4SW



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS  
8647 Baypine Road, Suite 200  
Jacksonville, Florida 32256  
Phone: (904)363-8916 Fax: (904)363-8917  
www.dunneng.com

GLEN ST JOHNS

FOR:  
GLEN ST JOHNS CDD

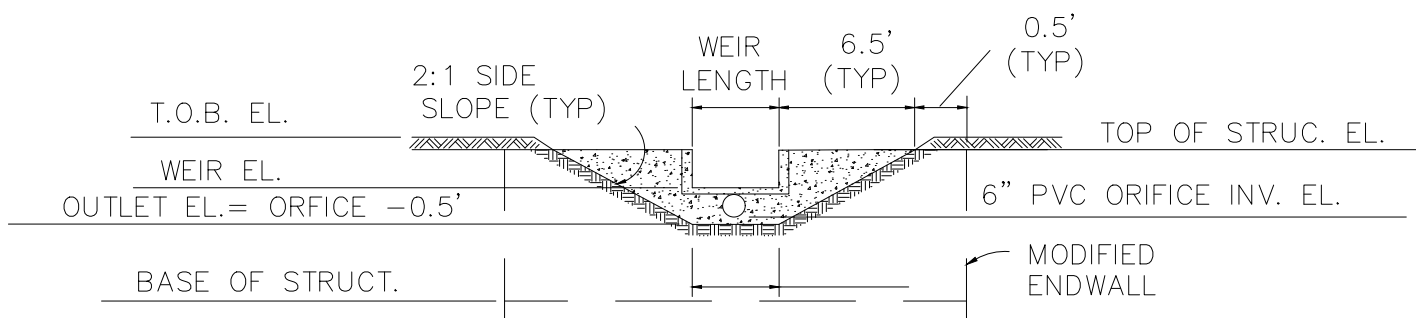
ST JOHNS COUNTY, FLORIDA  
MASTER DRAINAGE PLAN - CDD

VINCENT J. DUNN ENGINEER NO. 39452  
DAVID M. TAYLOR ENGINEER NO. 44164  
GLEN R. WIEGER ENGINEER NO. 81419  
CERTIFICATE OF AUTHORIZATION NO. 27168

SHEET 2 of 2

MDP-2

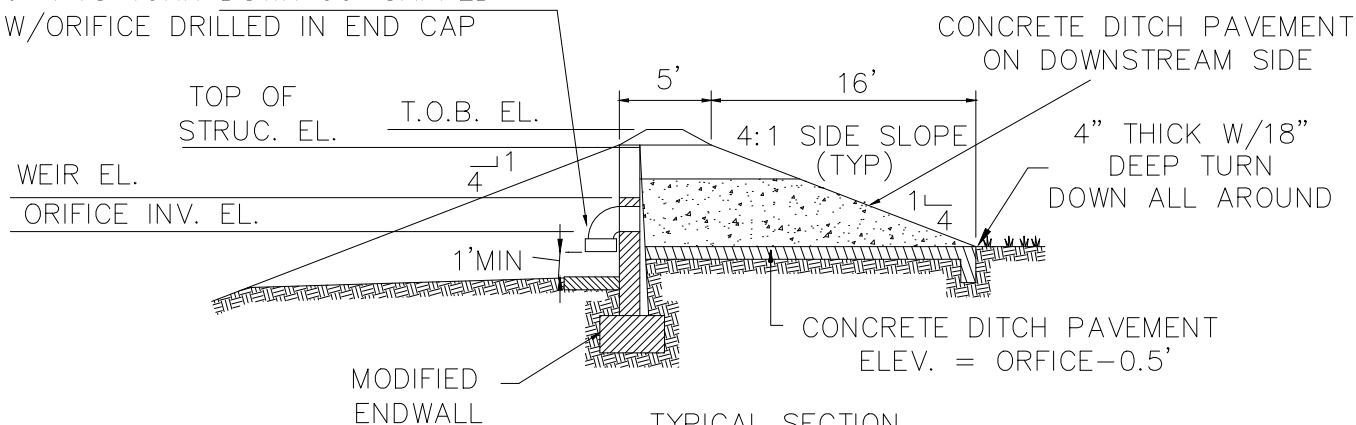




ELEVATION

DITCH BOT.  
WIDTH SAME  
AS WEIR LENGTH

6" PVC TURN DOWN 90° CAPPED  
W/ORFICE DRILLED IN END CAP



TYPICAL SECTION

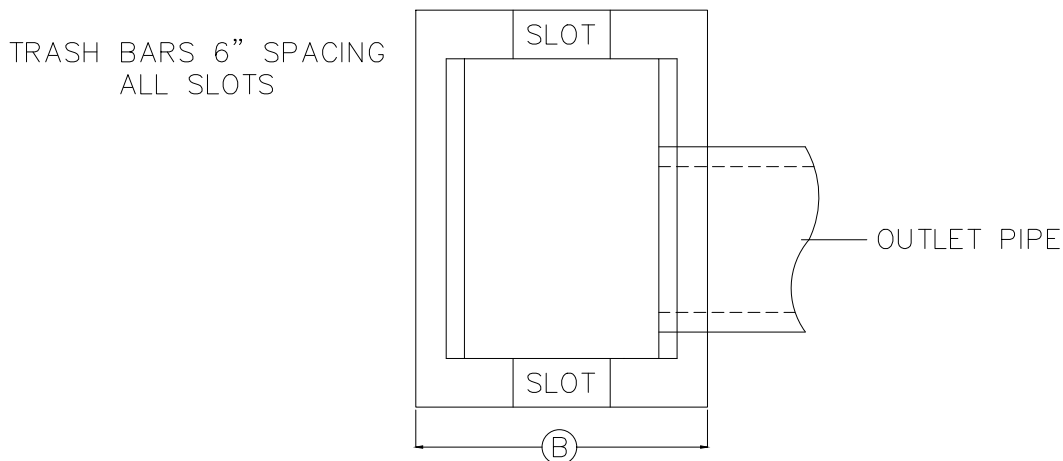
CONTROL STRUCTURE TABLE (WEIRS)

LAKE	STRUCT NO.	MINIMUM T.O.B. EL.	WEIR ELEV.	WEIR LENGTH FT.	ORFICE INV.	ORFICE DIA. INCHES	PHASE
SWMF 2	OFS-2	29.0	25.6	10	24.0	7.1	1
SWMF 4	OFS-4	28.5	25.6	2.2	--	--	1
SWMF 5	OFS-5B	29.0	28.9	4.0	--	--	1
SWMF 6	OFS-6	29.0	28.9	4.0	--	--	2
SWMF 7	OFS-7	29.0	28.3	3.0	--	--	2
SWMF 8	OFS-8	30.0	29.7	4.0	--	--	2

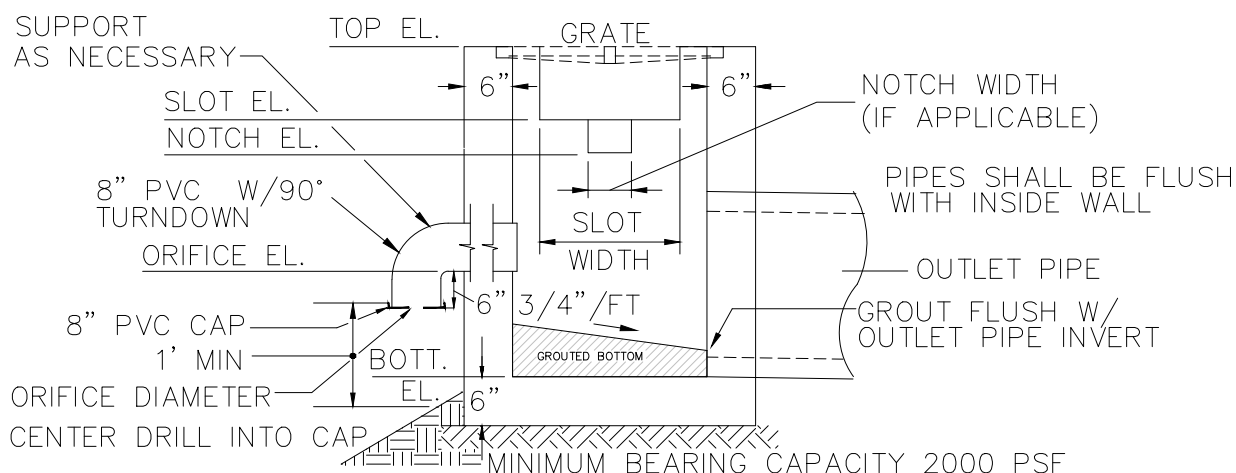
PER SJC REQUIREMENTS T.O.B. MUST BE SET AT OR ABOVE  
THE MINIMUM T.O.B. EL. SHOWN (AS-BUILTS REQUIRED)

## RECTANGULAR WEIR (RW) CONTROL STRUCTURE





PLAN VIEW



SECTION VIEW

CONCRETE DESIGN STRENGTH 4,000 P.S.I.  
REF: FDOT ROADWAY AND TRAFFIC DESIGN STANDARDS

STORMWATER OUTLET/CONTROL STRUCTURE DESIGN DATA:

LAKE NO.	STRUCT. NO.	STRUCT. TYPE	TOP EL.	PIPE SIZE/INV. EL.	SLOT EL.	SLOT WIDTH	BLEEDDOWN EL.	BLEEDDOWN ORIFICE DIA.	NOTCH EL.	NOTCH WIDTH	PHASE
SWMF3	OFS-3A	E	28.0	24" / 23.5	25.6	1.4'	24.0	2.8"	24.0	2.8"	1
SWMF5	OFS-5A	H	28.5	(2)24" / 25.62	26.6	13.45'	N/A	N/A	26.0	19.0"	2

6 CONTRACTOR TO REDUCE WEIR AND NOTCH WIDTH OF EXISTING SWMF-5 DURING PHASE II CONSTRUCTION

STRUCTURE NO. OS10 CONSTRUCTED IN FUTURE PHASE  
SEE TYPE H & E STRUCTURE DETAIL THIS SHEET

**STORMWATER OUTLET/CONTROL STRUCTURE  
TYPICAL CONSTRUCTION DETAIL - N.T.S.**



### Background Information

Please provide your contact and location information, then proceed to the template on the next sheet.

Name of Local Government:	Glen St Johns CDD
Name of stormwater utility, if applicable:	Glen St Johns CDD
Contact Person	
Name:	Lesley Gallagher
Position/Title:	Manager
Email Address:	lgallagher@rizzetta.com
Phone Number:	904-436-6270

Indicate the Water Management District(s) in which your service area is located.

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Northwest Florida Water Management District (NFWFMD) |
| <input type="checkbox"/>            | Suwannee River Water Management District (SRWMD)     |
| <input checked="" type="checkbox"/> | St. Johns River Water Management District (SJRWMD)   |
| <input type="checkbox"/>            | Southwest Florida Water Management District (SWFWMD) |
| <input type="checkbox"/>            | South Florida Water Management District (SFWMD)      |

Indicate the type of local government:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Municipality                 |
| <input type="checkbox"/>            | County                       |
| <input checked="" type="checkbox"/> | Independent Special District |



**Part 1.0 Detailed description of the stormwater management program (Section 403.9302(3)(a), F.S.)**

The stormwater management program, as defined in the Introduction, includes those activities associated with the management, operation and maintenance, and control of stormwater and stormwater management systems, including activities required by state and federal law. The detailed program description is divided into multiple subparts consisting of narrative and data fields.

**Part 1.1 Narrative Description:**

Please provide a brief description of the current institutional strategy for managing stormwater in your jurisdiction. Please include any mission statement, divisions or departments dedicated solely or partly to managing stormwater, dedicated funding sources, and other information that best describes your approach to stormwater:

The Glen St. Johns Community Development District is a local, special purpose government entity established in 2006. This CDD allowed the developer to establish higher construction standards, while providing a long term solution to the operation and maintenance of the community stormwater facilities.

On a scale of 1 to 5, with 5 being the highest, please indicate the importance of each of the following goals for your program:

0	1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drainage & flood abatement (such as flooding events associated with rainfall and hurricanes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water quality improvement (TMDL Process/BMAPs/other)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reduce vulnerability to adverse impacts from flooding related to increases in frequency and duration of rainfall events, storm surge and sea level rise
						Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Part 1.2 Current Stormwater Program Activities:

Please provide answers to the following questions regarding your stormwater management program.

- Does your jurisdiction have an NPDES Municipal Separate Storm Sewer System (MS4) Permit?   
If yes, is your jurisdiction regulated under Phase I or Phase II of the NPDES Program:
- Does your jurisdiction have a dedicated stormwater utility?   
If no, do you have another funding mechanism?   
If yes, please describe your funding mechanism.  

CDD and HOA yearly assessments to residents and funds collected via county tax collector along with annual property taxes.
- Does your jurisdiction have a Stormwater Master Plan or Plans?   
If Yes:  
How many years does the plan(s) cover?   
Are there any unique features or limitations that are necessary to understand what the plan does or does not address?  

No. the plan is an on going plan per SJRWMD permits.

  
Please provide a link to the most recently adopted version of the document (if it is published online):
- Does your jurisdiction have an asset management (AM) system for stormwater infrastructure?   
If Yes, does it include 100% of your facilities?   
If your AM includes less than 100% of your facilities, approximately what percent of your facilities are included?



- Does your stormwater management program implement the following (answer Yes/No):

A construction sediment and erosion control program for new construction (plans review and/or inspection)?	Yes
An illicit discharge inspection and elimination program?	No
A public education program?	No
A program to involve the public regarding stormwater issues?	No
A “housekeeping” program for managing stormwater associated with vehicle maintenance yards, chemical storage, fertilizer management, <i>etc.</i> ?	No
A stormwater ordinance compliance program ( <i>i.e.</i> , for low phosphorus fertilizer)?	No
Water quality or stream gage monitoring?	No
A geospatial data or other mapping system to locate stormwater infrastructure (GIS, <i>etc.</i> )?	No
A system for managing stormwater complaints?	Yes
Other specific activities?	

Notes or Comments on any of the above:

Construction complies with all applicable stormwater requirements. Policies regarding stormwater ponds are provided to the residents. Complaints are received by the CDD board.

### Part 1.3 Current Stormwater Program Operation and Maintenance Activities

Please provide answers to the following questions regarding the operation and maintenance activities undertaken by your stormwater management program.

- Does your jurisdiction typically assume maintenance responsibility for stormwater systems associated with new private development (*i.e.*, systems that are dedicated to public ownership and/or operation upon completion)?

No

Notes or Comments on the above:

CDD owns all public facilities. Any new development within the District must meet the stormwater requirements set forth in the existing SJRWMD Permit.



- Does your stormwater operation and maintenance program implement any of the following (answer Yes/No):

Routine mowing of turf associated with stormwater ponds, swales, canal/lake banks, <i>etc.</i> ?	Yes
Debris and trash removal from pond skimmers, inlet grates, ditches, <i>etc.</i> ?	Yes
Invasive plant management associated with stormwater infrastructure?	Yes
Ditch cleaning?	Yes
Sediment removal from the stormwater system (vacator trucks, other)?	Yes
Muck removal (dredging legacy pollutants from water bodies, canal, <i>etc.</i> )?	No
Street sweeping?	No
Pump and mechanical maintenance for trash pumps, flood pumps, alum injection, <i>etc.</i> ?	No
Non-structural programs like public outreach and education?	No
Other specific routine activities?	

## Part 2. Detailed description of the stormwater management system and its facilities and projects (continued Section 403.9302(3)(a), F.S.)

A stormwater management system, as defined in the Introduction, includes the entire set of site design features and structural infrastructure for collection, conveyance, storage, infiltration, treatment, and disposal of stormwater. It may include drainage improvements and measures to prevent streambank channel erosion and habitat degradation. This section asks for a summary description of your stormwater management system. It is not necessary to provide geospatial asset data or a detailed inventory. For some, it may be possible to gather the required data from your Asset Management (AM) system. For others, data may be gathered from sources such as an MS4 permit application, aerial photos, past or ongoing budget investments, water quality projects, or any other system of data storage/management that is employed by the jurisdiction.



Please provide answers to the following questions regarding your stormwater system inventory. Enter zero (0) if your system does not include the component.

	Number	Unit of Measurement
Estimated feet or miles of buried culvert:	4.44	MILES
Estimated feet or miles of open ditches/conveyances (lined and unlined) that are maintained by the stormwater program:	3,207.00	Feet
Estimated number of storage or treatment basins ( <i>i.e.</i> , wet or dry ponds):	10	
Estimated number of gross pollutant separators including engineered sediment traps such as baffle boxes, hydrodynamic separators, <i>etc.</i> :	0	
Number of chemical treatment systems ( <i>e.g.</i> , alum or polymer injection):	0	
Number of stormwater pump stations:	0	
Number of dynamic water level control structures ( <i>e.g.</i> , operable gates and weirs that control canal water levels):	0	
Number of stormwater treatment wetland systems:	0	
Other:		
Notes or Comments on any of the above:		



Which of the following green infrastructure best management practices do you use to manage water flow and/or improve water quality (answer Yes/No):

Best Management Practice	Current	Planned
Tree boxes	No	No
Rain gardens	No	No
Green roofs	No	No
Pervious pavement/pavers	No	No
Littoral zone plantings	No	No
Living shorelines	No	No

Other Best Management Practices:


Please indicate which resources or documents you used when answering these questions (check all that apply).

- ☐ Asset management system
- ☐ GIS program
- ☐ MS4 permit application
- ☒ Aerial photos
- ☐ Past or ongoing budget investments
- ☐ Water quality projects

Other(s):

Site Civil Engineering Plans



**Part 3. The number of current and projected residents served calculated in 5-year increments (Section 403.9302(3)(b), F.S.)**

Counties and municipalities: Instead of requiring separate population projections, EDR will calculate the appropriate population estimates for each municipality or the unincorporated area of the county. If your service area is less than or more than your local government's population, please describe in the first text box provided below for part 4.0.

Independent Special Districts:

If an independent special district's boundaries are completely aligned with a county or a municipality, identify that jurisdiction here:

N/A

Any independent special district whose boundaries do not coincide with a county or municipality must submit a GIS shapefile with the current and projected service area. EDR will calculate the appropriate population estimates based on that map. Submission of this shapefile also serves to complete Part 4.0 of this template.

**Part 4.0 The current and projected service area for the stormwater management program or stormwater management system (Section 403.9302(3)(c), F.S.)**

Rather than providing detailed legal descriptions or maps, this part of the template is exception-based. In this regard, if the stormwater service area is less than or extends beyond the geographic limits of your jurisdiction, please explain.

N/A

Similarly, if your service area is expected to change within the 20-year horizon, please describe the changes (*e.g.*, the expiration of an interlocal agreement, introduction of an independent special district, *etc.* ).

N/A

[Proceed to Part 5](#)



**Part 5.0 The current and projected cost of providing services calculated in 5-year increments (Section 403.9302(3)(d), F.S.)**

Given the volume of services, jurisdictions should use the template's service groupings rather than reporting the current and projected cost of each individual service. Therefore, for the purposes of this document, "services" means:

1. Routine operation and maintenance (inclusive of the items listed in Part 1.3 of this document, ongoing administration, and non-structural programs)
2. Expansion (that is, improvement) of a stormwater management system.

Expansion means new work, new projects, retrofitting, and significant upgrades. Within the template, there are four categories of expansion projects.

1. Flood protection, addressed in parts 5.2 and 5.3... this includes capital projects intended for flood protection/flood abatement
2. Water quality, addressed in part 5.2 and 5.3... this includes stormwater projects related to water quality improvement, such as BMAPs; projects to benefit natural systems through restoration or enhancement; and stormwater initiatives that are part of aquifer recharge projects
3. Resiliency, addressed in part 5.4... this includes all major stormwater initiatives that are developed specifically to address the effects of climate change, such as sea level rise and increased flood events
4. End of useful life replacement projects, addressed in part 6.0... this includes major expenses associated with the replacement of aging infrastructure

While numbers 3 and 4 have components that would otherwise fit into the first two categories, they are separately treated given their overall importance to the Legislature and other policymakers.

Expansion projects are further characterized as currently having either a committed funding source or no identified funding source. Examples of a committed funding source include the capacity to absorb the project's capital cost within current budget levels or forecasted revenue growth; financing that is underway or anticipated (bond or loan); known state or federal funding (appropriation or grant); special assessment; or dedicated cash reserves for future expenditure.

All answers should be based on local fiscal years (LFY, beginning October 1 and running through September 30). Please use nominal dollars for each year, but include any expected cost increases for inflation or population growth. Please check the EDR website for optional growth rate schedules that may be helpful.

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

**Part 5.1 Routine Operation and Maintenance**

Please complete the table below, indicating the cost of operation and maintenance activities for the current year and subsequent five-year increments throughout the 20-year horizon. Your response to this part should exclude future initiatives associated with resiliency or major expenses associated with the replacement of aging infrastructure; these activities are addressed in subparts 5.4 and 6.0. However, do include non-structural programs like public outreach and education in this category.

If specific cost data is not yet available for the current year, the most recent (2020-21) O&M value can be input into the optional growth rate schedules (available on EDR's website as an Excel workbook). The most recent O&M value can be grown using the provided options for inflation, population growth, or some other metric of your choosing. If the growth in your projected total O&M costs is more than 15% over any five-year increment, please provide a brief explanation of the major drivers.

**Routine Operation and Maintenance**

Expenditures (in \$thousands)

	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
Operation and Maintenance Costs	15	83	91	100	110



Brief description of growth greater than 15% over any 5-year period:
Includes 10% escalation



## Part 5.2 Future Expansion (Committed Funding Source)

Please list expansion projects and their associated costs for the current year and subsequent five-year increments throughout the 20-year planning horizon. In this section, include stormwater system expansion projects or portions of projects with a committed funding source. If you include a portion of a project that is not fully funded, the project's remaining cost must be included in part 5.3, Expansion Projects with No Identified Funding Source.

Though many, if not most, stormwater projects benefit both flood protection and water quality, please use your best judgment to either allocate costs or simply select the primary purpose from the two categories below.

**5.2.1 Flood Protection (Committed Funding Source):** Provide a list of all scheduled new work, retrofitting and upgrades related to flood protection/flood abatement. Include infrastructure such as storage basins, piping and other conveyances, land purchases for stormwater projects, *etc.* Also include major hardware purchases such as vactor/jet trucks.

**5.2.2 Water Quality Projects (Committed Funding Source):** Please provide a list of scheduled water quality projects in your jurisdiction, such as treatment basins, alum injection systems, green infrastructure, water quality retrofits, *etc.*, that have a direct stormwater component. The projected expenditures should reflect only those costs.

- If you are party to an adopted BMAP, please include the capital projects associated with stormwater in this table. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred. For reference, DEP publishes a complete list of adopted BMAP projects as an appendix in their Annual STAR Report.

### Expansion Projects with a Committed Funding Source

#### 5.2.1 Flood Protection

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

#### 5.2.2 Water Quality

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					



### Part 5.3 Future Expansion with No Identified Funding Source

Please provide a list of known expansion projects or anticipated need(s) without formal funding commitments(s), formal pledges, or obligations. If you included a portion of a project that was partially covered by a committed source in part 5.2 above, list the projects and their remaining costs below.

**5.3.1 Future Flood Protection with No Identified Funding Source:** Please provide a list of future flood protection/flood abatement projects, associated land purchases, or major hardware purchases that are needed in your jurisdiction over the next 20 years. Future needs may be based on Master Plans, Comprehensive Plan Elements, Water Control Plans, areas of frequent flooding, hydrologic and hydraulic modeling, public safety, increased frequency of maintenance, desired level of service, flooding complaints, etc.

**5.3.2 Future Water Quality Projects with no Identified Funding Source:** Please provide a list of future stormwater projects needed in your jurisdiction over the next 20 years that are primarily related to water quality issues. Future needs may be based on proximity to impaired waters or waters with total maximum daily loads (TMDLs), BMAPs, state adopted Restoration Plans, Alternative Restoration Plans, or other local water quality needs.

- If you are party to an adopted BMAP, please list capital projects associated with stormwater. Include BMAP project number, cost to your jurisdiction, and year(s) that capital improvement costs are to be incurred.
- List other future water quality projects, including those in support of local water quality goals as well as those identified in proposed (but not yet adopted) BMAPs.

#### Expansion Projects with No Identified Funding Source

##### 5.3.1 Flood Protection

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

##### 5.3.2 Water Quality

Expenditures (in \$thousands)

Project Name (or, if applicable, BMAP Project Number or ProjID)	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					



Please indicate which resources or documents you used to complete table 5.3 (check all that apply).

- ☐ Stormwater Master Plan
- ☐ Basin Studies or Engineering Reports
- ☐ Adopted BMAP
- ☐ Adopted Total Maximum Daily Load
- ☐ Regional or Basin-specific Water Quality Improvement Plan or Restoration Plan
- ☐ Other(s):

Specify:

#### Part 5.4 Stormwater projects that are part of resiliency initiatives related to climate change

Please list any stormwater infrastructure relocation or modification projects and new capital investments specifically needed due to sea level rise, increased flood events, or other adverse effects of climate change. When aggregating, include O&M costs for these future resiliency projects and investments in this table (not in part 5.1). If your jurisdiction participates in a Local Mitigation Strategy (LMS), also include the expenditures associated with your stormwater management system in this category (for example, costs identified on an LMS project list).

##### Resiliency Projects with a Committed Funding Source

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

##### Resiliency Projects with No Identified Funding Source

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

- Has a vulnerability assessment been completed for your jurisdiction's storm water system?

No

If no, how many facilities have been assessed?

- Does your jurisdiction have a long-range resiliency plan of 20 years or more?

No

If yes, please provide a link if available:

If no, is a planning effort currently underway?

No







**Part 6.0 The estimated remaining useful life of each facility or its major components (Section 403.9302(3)(e), F.S.)**

Rather than reporting the exact number of useful years remaining for individual components, this section is constructed to focus on infrastructure components that are targeted for replacement and will be major expenses within the 20-year time horizon. Major replacements include culverts and pipe networks, control structures, pump stations, physical/biological filter media, *etc* . Further, the costs of retrofitting when used in lieu of replacement (such as slip lining) should be included in this part. Finally, for the purposes of this document, it is assumed that open storage and conveyance systems are maintained (as opposed to replaced) and have an unlimited service life.

In order to distinguish between routine maintenance projects and the replacement projects to be included in this part, only major expenses are included here. A major expense is defined as any single replacement project greater than 5% of the jurisdiction's total O&M expenditures over the most recent five-year period (such as a project in late 2021 costing more than 5% of the O&M expenditures for fiscal years 2016-2017 to 2020-2021).

**If you have more than 5 projects in a particular category, please use the "Additional Projects" tab. There, you can use dropdown lists to choose the project category and whether there is a committed funding source, then enter the project name and expenditure amounts.**

**End of Useful Life Replacement Projects with a Committed Funding Source**

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					

**End of Useful Life Replacement Projects with No Identified Funding Source**

Expenditures (in \$thousands)

Project Name	LFY 2021-2022	2022-23 to 2026-27	2027-28 to 2031-32	2032-33 to 2036-37	2037-38 to 2041-42
N/A					



**Part 7.0 The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components. (Section 403.9302(3)(f), F.S.)**

This part of the template also addresses a portion of s. 403.9302(3)(g), F.S., by including historical expenditures. Many local governments refer to these as “actual” expenditures.

Consistent with expenditure projections, the jurisdiction’s actual expenditures are categorized into routine O&M, expansion, resiliency projects, and replacement of aging infrastructure. Additionally, the table includes space for reserve accounts. EDR’s interpretation of subparagraph 403.9302(3)(f), F.S., is that “capital account” refers to any reserve account developed specifically to cover future expenditures.

Note that for this table:

- Expenditures for local fiscal year 2020-21 can be estimated based on the most current information if final data is not yet available.
- Current Year Revenues include tax and fee collections budgeted for that fiscal year as well as unexpended balances from the prior year (balance forward or carry-over) unless they are earmarked for the rainy day or a dedicated reserve as explained in the following bullets.
- Bond proceeds should reflect only the amount expended in the given year.
- A reserve is a dedicated account to accumulate funds for a specific future expenditure.
- An all-purpose rainy day fund is a type of working capital fund typically used to address costs associated with emergencies or unplanned events.

The sum of the values reported in the "Funding Sources for Actual Expenditures" columns should equal the total "Actual Expenditures" amount. The cells in the "Funding Sources for Actual Expenditures" section will be highlighted red if their sum does not equal the "Actual Expenditures" total.

If you do not have a formal reserve dedicated to your stormwater system, please enter zero for the final two reserve columns.



**Routine O&M**

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	6,331	6,331					
2017-18	5,940	5,940					
2018-19	6,120	6,120					
2019-20	9,292	9,292					
2020-21	9,504	9,504					

**Expansion**

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	N/A						
2017-18							
2018-19							
2019-20							
2020-21							

**Resiliency**

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	N/A						
2017-18							
2018-19							
2019-20							
2020-21							

**Replacement of Aging Infrastructure**

	Total	Funding Sources for Actual Expenditures				Contributions to Reserve Account	Balance of Reserve Account
	Actual Expenditures	Amount Drawn from Current Year Revenues	Amount Drawn from Bond Proceeds	Amount Drawn from Dedicated Reserve	Amount Drawn from All-Purpose Rainy Day Fund		
2016-17	N/A						
2017-18							
2018-19							
2019-20							
2020-21							







**Part 8.0 The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap (Section 403.9302(3)(g), F.S.)**

In this template, the historical data deemed necessary to comply with s. 403.9302(3)(g), F.S., was included in part 7.0. This part is forward looking and includes a funding gap calculation. The first two tables will be auto-filled from the data you reported in prior tables. To do this, EDR will rely on this template's working definition of projects with committed funding sources, *i.e.*, EDR assumes that all committed projects have committed revenues. Those projects with no identified funding source are considered to be unfunded. EDR has automated the calculation of projected funding gaps based on these assumptions.

<b>Committed Funding Source</b>	<b>2022-23 to 2026-27</b>	<b>2027-28 to 2031-32</b>	<b>2032-33 to 2036-37</b>	<b>2037-38 to 2041-42</b>
Maintenance	83	91	100	110
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
<b>Total Committed Revenues (=Total Committed Projects)</b>	<b>83</b>	<b>91</b>	<b>100</b>	<b>110</b>

<b>No Identified Funding Source</b>	<b>2022-23 to 2026-27</b>	<b>2027-28 to 2031-32</b>	<b>2032-33 to 2036-37</b>	<b>2037-38 to 2041-42</b>
Maintenance	0	0	0	0
Expansion	0	0	0	0
Resiliency	0	0	0	0
Replacement/Aging Infrastructure	0	0	0	0
<b>Projected Funding Gap (=Total Non-Committed Needs)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

For any specific strategies that will close or lessen a projected funding gap, please list them in the table below. For each strategy, also include the expected new revenue within the five-year increments.

<b>Strategies for New Funding Sources</b>	<b>2022-23 to 2026-27</b>	<b>2027-28 to 2031-32</b>	<b>2032-33 to 2036-37</b>	<b>2037-38 to 2041-42</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Remaining Unfunded Needs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## **Tab 4**



## VerdeGo

PO Box 789, Bunnell, FL 32110  
386-437-3122 - Bunnell  
904-797-7474 – St. Augustine



# LANDSCAPE STATUS REPORT

## REPORT SUMMARY

REPORT DATE	PROPERTY NAME	PREPARED BY	MONTH OF SERVICE
8/4/2022	Glen St John	Scott Settlemyres	July 2022

## SERVICES SUMMARY

### COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Annual Flower Bed Rotation- Mixed Angelonia Installed
- Irrigation Inspection Wet Check
- Fert/Chem Treatment

### ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Irrigation Inspection Wet Check

## COMMENTS

### TURF

Turf is looking healthy up to standard for this time of year

### TREES & SHRUBS

No tree or shrub issues currently

### PLANT BEDS

Plant beds are up to par, mostly weed free, always an ongoing issue this time of year

### OTHER

Enhancement proposal submitted for amenity center. Proposal is for a complete plant overhaul, to bring life and color to an otherwise bland/basic plant layout currently





Job Name : Glen St John  
 Job Number: \_\_\_\_\_  
 Controller Name: St Croix  
 Date: 7-12-22 Page: \_\_\_\_\_ of \_\_\_\_\_

Start Time /End Time	Seasonal Adjust	Run Days
A) <u>9pm</u>	%	<u>MTWTFSS</u>
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map
YES NO
Zone list in controller
YES NO

Checked Weather Sensor
YES NO
Weather Sensor:
Working Not working

Controller Make & Model				
Controller Status	Working		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	Pressurized	Pump Start	Centrifugal	Submersible

INFORMATION:

Zone Number	1	2	3	4	5	6	7	8	9	10									
Spray, Rotor, Drip, MPR, or Bubbler	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>S</u>	<u>R</u>	<u>R</u>	<u>R</u>									
Run time (A/B)	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>20</u>	<u>30</u>	<u>30</u>	<u>30</u>									
Run Time (C/D)																			
Change Time (A/B)																			
Change Time (C/D)																			
Zone Faults or Alarms																			
Plant Type																			

Contract Maintenance: (No Charge)

Straighten Heads																			
Adjust Water Pattern																			
Clogged Nozzle Screens																			

Billable Repairs or Upgrades:

Head Broken- 6in spray								<u>4</u>											
Head Broken- 12in spray																			
Head Broken- 6in rotor	<u>1</u>		<u>2</u>							<u>2</u>									
Head Broken- 12in rotor																			
Broken Riser																			
Upgrade 4in to 6in Pop up																			
Upgrade 6in to 12in Pop up																			
Nozzle								<u>4</u>											
MPR																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered in Turf																			
Head Raised or Lowered in Shrub																			
Damaged Valve Box																			
Zone Not Operating																			
Main Line Break																			
Additional Labor/Troubleshooting																			
Other- See Comments																			

Additional Comments:

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Job Name :

Glen St John

Job Number:

Controller Name:

Amenity

Date:

7-12-22

Page:

of

Start Time /End Time	Seasonal Adjust	Run Days
A) 7pm	%	MTWTFSS
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map

YES NO

Zone list in controller

YES NO

Checked Weather Sensor

YES NO

Weather Sensor:

Working Not working

Controller Make & Model				
Controller Status	Working		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	Pressurized	Pump Start	Centrifugal	Submersible

INFORMATION:

Zone Number	1	2	3	4	5	6	7	8	9	10	11	12	13			
Spray, Rotor, Drip, MPR, or Bubbler	R	S	R	R	R	R	R	R	R	R	R	S	S			
Run time (A/B)	20	20	30	30	30	30	30	30	30	30	30	20	20			
Run Time (C/D)																
Change Time (A/B)																
Change Time (C/D)																
Zone Faults or Alarms																
Plant Type																

Contract Maintenance: (No Charge)

Straighten Heads																
Adjust Water Pattern																
Clogged Nozzle Screens																

Billable Repairs or Upgrades:

Head Broken- 6in spray	2											4	6			
Head Broken- 12in spray																
Head Broken- 6in rotor				1				1		2						
Head Broken- 12in rotor																
Broken Riser																
Upgrade 4in to 6in Pop up																
Upgrade 6in to 12in Pop up																
Nozzle	2											4	6			
MPR																
Severe Line Clog																
Lateral Line Break	3															
Relocation																
Head Raised or Lowered in Turf																
Head Raised or Lowered in Shrub																
Damaged Valve Box																
Zone Not Operating																
Main Line Break																
Additional Labor/Troubleshooting																
Other- See Comments																

Additional Comments:

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Job Name : Glen St John  
 Job Number: \_\_\_\_\_  
 Controller Name: Bahs: Field  
 Date: 7-12-22 Page: \_\_\_\_\_ of \_\_\_\_\_

Start Time /End Time	Seasonal Adjust	Run Days
A) <u>9 pm</u>	%	<del>MTWTFSS</del>
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map
YES NO
Zone list in controller
YES NO

Checked Weather Sensor
YES NO
Weather Sensor: _____
Working Not working

Controller Make & Model				
Controller Status	Working		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	Pressurized	Pump Start	Centrifugal	Submersible

**INFORMATION:**

Zone Number	1	2	3	4	5	6	7										
Spray, Rotor, Drip, MPR, or Bubbler	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>										
Run time (A/B)	<u>40</u>	<u>45</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>										
Run Time (C/D)																	
Change Time (A/B)																	
Change Time (C/D)																	
Zone Faults or Alarms																	
Plant Type																	

Contract Maintenance: (No Charge)

Straighten Heads																	
Adjust Water Pattern																	
Clogged Nozzle Screens																	

Billable Repairs or Upgrades:

Head Broken- 6in spray																	
Head Broken- 12in spray																	
Head Broken- 6in rotor	<u>1</u>																
Head Broken- 12in rotor																	
Broken Riser																	
Upgrade 4in to 6in Pop up																	
Upgrade 6in to 12in Pop up																	
Nozzle																	
MPR																	
Severe Line Clog																	
Lateral Line Break							<u>1</u>										
Relocation																	
Head Raised or Lowered in Turf																	
Head Raised or Lowered in Shrub																	
Damaged Valve Box																	
Zone Not Operating																	
Main Line Break																	
Additional Labor/Troubleshooting																	
Other- See Comments																	

Additional Comments:

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## Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 7/13/2022

Area treated +/- 10 acres

Total gallons used- 1200

Product:

30-10-10 @ 8lbs per acre

Ferrous Sulfate

Target for this application was to improve overall health and color of the turf.



## **Tab 5**



# Glen St. Johns

## Field Operations Report

*Date of report: August 17, 2022*

*Submitted by: Steve Howell*

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### **AMENITY ATHLETICS:**

- 5 registered for soccer so far. We've got only 2 weeks left of registration.
- 1 for basketball. Basketball registration continues until the end of the month.

### **SIDEWALK REPAIR:**

- This project was completed and cleaned after contractor

### **PLAYGROUND AND OUTDOOR EXERCISE ADDITIONS:**

- Playground has been completed. We initially buried the instruction posts. After being pulled out by kids, we anchored them with concrete. They managed to work these loose and pull the posts out again, escaping with one. We put bolts through the remaining two and re concreted with success.

### **COMPLETED PROJECTS / No Board action required:**

- Routine maintenance and janitorial throughout. Summer maintenance has been great with additional FA staff
- Pressure washed sidewalks and curbing throughout continue to look great and can probably wait another year. We will continue to monitor.
- We continue to check playgrounds for safety and functionality.
- The County continues to effectively maintain Leo McGuire pkwy
- I've attached the weekly landscape accountability reporting tool.
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- The approval for the small leak on the ADA chair adjacent to the pool was finally completed in late July
- All approved pool repairs are complete. We had an issue with a clogged line that took us a day to discover, but were able to manually manage chemistry and ultimately facilitate the repairs.
- Pertaining to the recent Engineers report, we have spoken to both the lake management company and the Armstrong Construction regarding clearing and maintenance. Dennis Armstrong and Estate Management would like to bid on it for the Fall / Winter when it is cooler as this time of year they are both incredibly busy with the contracted backlogs and routine obligations
- We continue to have concerns with the effectiveness of our cameras as they don't seem to deter as much as they used to and would like to discuss possible proposal options as the community has gotten older
- We recently had all faucets in the bathrooms updated to alleviate dripping and staining and are happy with the outcome
- Verdego continues to perform at the desired level with occasional miscues by staff. Once reported to us, and subsequently Verdego Management, the issues are being handled swiftly.



- It appears most, if not all cul de sacs that have had cracking or ponding in the past have been re-surfaced
- All in all the community seems to be content and running smoothly

#### **POND AND LAKE MANAGEMENT:**

- Overall we are pleased with the conditions of the water relative to this time of year. It has been reported numerous times about trash being missed and subsequently shared with their mgmnt.
- Additionally, reporting continues to be a struggle for clarity. While we are okay with the 'what' and 'how', we are still not getting the 'where', however we are getting pictures with the reports. I've shared this with mgmt and he's assured me that he will stay on top of the team
- We need to discuss better access for pond 3
- So far the ponds are looking really good for the most part.

#### **WHAT TO EXPECT IN THE UPCOMING MONTHS:**

- Continued diligence on a clean facility
- Continued oversight on landscaping, pond management, and irrigation

*Should you have any comments or questions feel free to contact me directly.*





**Frequency****Color Coding**

Contracted Range of time in which a task must be completed. Tasks may be completed anytime within shaded timeframe range per contract.	Timeframe 1	Timeframe 2	Timeframe 3	Timeframe 4
Vendor Discretion timeframes	Timeframe 1	Timeframe 2	Timeframe 3	Timeframe 4

<b>Timeliness Scoring</b>	Pts
Completed within timeframe per contract/vendor timeframe	2
Completed but not within timeframe per contract/vendor timeframe	1
Not completed	0
<b>Quality Scoring</b>	Pts
No discrepancies per contracted standard	3
Minor discrepancies per contracted standard	2
Major discrepancies per contracted standard	1
Work not performed per contracted standard	0
Maxium Points per any contracted task	5



[illegible]



[illegible]



## JOB CARD



### ESTATE MANAGEMENT SERVICES

305 Indigo Dr  
Brunswick, Georgia 31525  
P.: 912-466-9800  
E.: accounting@ponds.org

#### Glen St Johns

1430 Saint Thomas Island Parkway  
St Augustine, Florida 32092  
P.: 904-654-6304

E.: rscroggins@rizzetta.com

**Contact Person:**

**Customer Type:**

**Account Type:** Monthly

**Date:** 07/14/2022

**Fieldworker:** Justin Robinson

**Job #:** 57462

**Type:** Monthly Maintenance

**Status:** Finished

Actual Job Date & Time	Site Address
14-Jul-2022 11:17 AM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

#### Pre-work Details

**Land Rig:** Yes **Weather Conditions:** Clear  
**Boat:** **Water Conditions:** Normal  
**Backpack:**

#### Post-work Details

**Trash Removed:** Yes **Treatment:** Treated for shoreline vegetation  
**Area Treated:** All rig ponds **Other Comments:**  
**Weed and/or Algae Types:** Shoreline vegetation

#### Description

Aquaneat Ounce

**Description:**

**Completed Notes:**

**Notes:**















## **Tab 6**



## M&G Holiday Lighting

4845 Belle Terre Pkwy  
Palm Coast, FL 32164 US  
mgbusinessventures@gmail.com



## Estimate

### ADDRESS

Glen St. Johns  
Glen St. Johns CDD  
1430 St. Thomas Island Pkwy  
St Augustine, FL 32092

### ESTIMATE

DATE

2008

08/09/2022

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Holiday Lighting - Reinstall	Re-Install C7 WW to main building - Full Wrap	1	1,170.00	1,170.00
	Holiday Lighting - Reinstall	Re-Install 2, 36" pre-lit wreaths, building	1	125.00	125.00
	Holiday Lighting - Reinstall	Re- Install 2, 36" pre-lit wreaths, main monument columns	1	125.00	125.00
	Holiday Lighting - Reinstall	Wrap 3 Palms up front of building with WW minis	1	375.00	375.00
	Holiday Lighting - Reinstall	Re-Install 4, 36" non-lit wreaths to street light neighborhood specified posts	1	375.00	375.00
	Holiday Lighting - Reinstall	Install 2 Pre-lit wreaths to entrance monument sign	1	125.00	125.00
	Holiday Lighting - Reinstall	Re- Install, Pre-Lit garland atop white fence line	1	187.50	187.50
	Miscellaneous - Wire - Plugs, Supplies, etc	Miscellaneous - Wire - Plugs, Supplies, etc	1	75.00	75.00
	Removal	Removal of Lights and Decor at the end of the season	1	500.00	500.00
	Storage	Storage of Holiday lights and decor till the next season	1	110.50	110.50
	New Product Needed for Install	Bows (14)	1	131.57	131.57

We require a 50% payment to confirm and schedule installation

TOTAL

**\$3,299.57**

Accepted By







## **Tab 7**



**Glen St. Johns Community Development District**

*Ms. Lesley Gallagher*

District Manager

2806 N. 5<sup>th</sup> Street, Unit 403

St. Augustine, Florida 32084

**Proposal for Annual Operation and Maintenance of Amenity Facilities and Field Services**

**Introduction:**

Vesta Property Services (“Vesta”) is pleased to present Glen St. Johns CDD this proposal for pool, janitorial, facility maintenance, Summer facility attendant and field operations services.

We believe that due to our successful track record with area communities like Bartram Springs, Durbin Crossing, Heritage Landing, Shearwater, Rivertown, John’s Creek, Julington Creek Plantation, and our long history with GSJ, we truly understand your requirements and are confident that our proposed services will effectively address your needs. Vesta employs many certified pool operators and several state-certified technicians. This Proposal is divided into three (3) sections: Scope of Services, Notes and Pricing.

**I. Scope of services:** The Contract Personnel will be on site a minimum of 18 hours weekly (with additional 20 FA hours weekly (minimum of 220 hours) beginning Memorial Day weekend through Labor Day) to include setup and general facility cleaning and maintenance, Amenity Management oversight and Field Service / Maintenance oversight. Staff are responsible for the overall appearance of the District Amenity Center. Staff shall have a thorough knowledge of the community served, and shall at all times endeavor to provide a timely, personal response to problems or requests for all services.

**a) General Facility Maintenance**

Maintain and repair (as able) the district’s amenity/recreation components.

- 1) *Building:* monitor and repair fitness equipment as able; monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor; touch-up painting as needed; control cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters as needed. Report any extraordinary repairs to District Manager as needed.
- 2) *Pool Deck:* Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck.
- 3) *Playground Park Area:* Check equipment, periodically clean equipment and remove debris on and around equipment as needed.
- 4) *Parking Lot:* Blow off debris; pick up trash and debris as needed.
- 5) *Pressure Washing:* Amenity center, adjacent concrete and parking lot, along with both playgrounds twice annually
- 6) Assess and advise the district of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear and tear,” “acts of God,”



or vandalism, and secure cost estimates for same. Such work shall be billed separately, upon approval of the district. These services may be provided by Vesta or outside service contractors.

- 7) Maintenance shall be performed a minimum of three (3) days per week.

**Note:** Vesta shall attempt to provide as many necessary repairs under this scope as possible without the district incurring the costs of utilizing outside contractors for repair services. Vesta shall not be held liable for the performance or lack thereof, of other vendors or contractors.

- b) **Swimming Pool Maintenance:** Vesta shall provide the following services in order to maintain the district's swimming pool:

- 1) Check pool water quality and complete equivalent to *DH Form 921 3/98 Swimming Pool Report*, as required by Chapter 64E-9.004(13), FAC.
- 2) Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
- 3) Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level, and maintain filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
- 4) Manually skim, brush and vacuum pools as necessary. Maintenance shall be performed a minimum of three (3) days per week. It is **recommended** that the pools be closed on Mondays for super chlorination and algae treatment as necessary.
- 5) Advise the C.D.D. of any necessary repairs, cleaning, or replacement items required due to "normal wear & tear," "acts of God," or vandalism. Such repairs shall be billed separately, upon approval of the C.D.D.
- 6) Pool maintenance shall be performed a minimum of three (3) days per week.
- 7) All pool chemicals necessary to perform the above maintenance are not included in this proposal. Additional service and/or chemicals required due to natural disasters, uncontrolled equipment failures or gale-force winds (or stronger) shall be billable.

- c) **Facility Maintenance and Janitorial Services:** Vesta shall provide the following services in order to maintain a clean environment in all amenity center indoor spaces:

- 1) Dust and damp mop all tiled areas including baseboards.
- 2) Dust window ledges, blinds, air condition vents and returns.
- 3) Clean all windows.
- 4) Empty and remove all trash from receptacles.
- 5) Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed.  
*Note: cost of paper supplies, trash bags, and soap are to be supplied by the district.*
- 6) Fitness room: Clean flooring, ceiling fans, baseboards, and provide light cleaning to all fitness equipment.
- 7) The contractor shall furnish **ALL** necessary cleaning equipment and supplies for the provision of the janitorial services described herein. Should extraordinary cleaning services be required (as agreed to by the District or District management), such



- special services and/or equipment and supplies shall be billable to the district.
- 8) Janitorial duties shall be performed a minimum of three (3) days per week.
- d) **Amenity Management and Field Oversight.** Vesta shall provide the following services including any necessary communication and oversight of other onsite contractors or maintenance staff engaged by the District.
- 1) Provide general oversight of all district common grounds and assets.
  - 2) Advise the District of any necessary repairs, extraordinary cleaning, or replacement of assets. .
  - 3) Implement all policies and procedures established by the District as they relate to the day-to-day maintenance and upkeep of the District. The individual shall have a thorough knowledge of the community and provide a timely, personal response regarding problems or request for service and handle them as expeditiously as possible, given they are within the parameters requested in the RFP.
  - 4) Remain aware of potential safety or security hazards within district property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary, for the safety and security of the district.
  - 5) Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
  - 6) Assist all residents with access cards, room rentals, etc. while also acting as liaison between residents and District Management / Board of Directors
  - 7) Assess property damage, neglect and/or depreciation and estimate costs associated with repair and/or replacement.
  - 8) Train/supervise site staff and maintenance team, if applicable; be responsible for all work performed by staff.
  - 9) Advise the District of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear-and-tear,” “acts of God,” or vandalism, and secure cost estimates for the same. (Such work that is outside the normal, day-to-day maintenance scope of work shall be billed separately, upon arrival of the District, either by Vesta or other outside service contractors.)
  - 10) Maintain inventory control of maintenance items, including preparation of preventative maintenance programs.
  - 11) Field Operations duties shall be performed as needed throughout the month to both ensure regular site inspections and provide oversight tied to work performed by outside service contractors.
- e) **Facility Attendant:** Although seasonal, to be billed in equal parts monthly per year. This person will perform basic duties of facility monitoring, janitorial upkeep, and pool testing.



## II. Notes:

- a) Insurance: Vesta shall carry general liability coverage of at least \$1,000,000, and name the district as an additional insured under this policy. Vesta's program instructors and subcontractors (if any) shall also conform to the district's insurance requirements. Finally, Vesta shall provide proof of required insurance requirements upon request by the district.
- b) Liability: Vesta shall not be held liable for the performance or lack thereof, of other recreation complex vendors or contractors who are outside Vesta's control.
- c) Purchases: The District shall authorize the use of a District issued debit card to staff for the purpose of alleviating 'Pass thru' when making purchases for the District. This is necessary for the purpose of avoiding unnecessary paid sales tax while also eliminating the added administrative burden for both Vesta and District Management.
- d) Corporate staffing expenses: Vesta shall be responsible for all necessary insurance payments (including workman's compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff.
- e) Uniforms: All Staff shall wear company uniforms, provided by Vesta.
- f) Capital Expenditures: Vesta has a lot of strong business relationships and ultimately preferred pricing, but shall obtain a minimum of three (3) competitive bids (if possible) on any recommended capital improvements in the future.
- g) Mileage: Vesta shall be responsible for regular mileage within the community while on site. However, any mileage incurred offsite for the benefit of the community such as acquiring parts or supplies for repairs, etc. shall be billable to the community.

## III. Pricing:

**Total Annual Fees for all services: \$39,912.00 or \$3,326.00 per a month**



Terms:

- Vesta shall invoice monthly for the above services.
- Invoices shall be paid net thirty (30) days upon receipt.

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Authorized Vesta Representative Print

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Authorized District Representative Print

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Authorized Vesta Representative Sign and date

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Authorized District Representative Sign and date



## Tab 8





**ESTATE MANAGEMENT SERVICES, Inc.**

305 Indigo Drive, Brunswick, GA 31525

888-307-6637 Toll Free

(912) 466-9800 Main Office

(912) 261-8882 Fax

July 22, 2022

Glen Saint Johns  
1430 Saint Thomas Island Parkway  
Saint Augustine, FL. 32092

Attn: S Howell  
Ph: 904-230-2011  
Email: [SHowell@vestapropertyservices.com](mailto:SHowell@vestapropertyservices.com)

Re: Pond Maintenance Proposal

Dear Mr. Howell,

Estate Management Services is a *Land and Pond Management* service based in Brunswick, Georgia with branch offices in Jacksonville, FL, Orlando, FL, Scottsboro, AL, Bluffton, SC, Myrtle Beach, SC, Charleston, SC, Wilmington, NC, Springfield, Missouri and Branson, Missouri. Estate Management Services has a commercial contractors' license in aquatics for the states of Georgia, Florida, Alabama, South Carolina, North Carolina, and Missouri. Estate Management Services is insured for one million dollars. All the equipment necessary for pond management is provided by Estate Management Services.

On **07/22/2022**, the ponds located at **Glen Saint Johns** were surveyed, and these were my findings. There is a total of 10 ponds, which equal approximately 20.59 acres. This area is limited flow, which is connected by a canal or a culvert system.

The pond management contract also includes the maintenance of the ponds mentioned. Maintenance will include trash and debris removal on scheduled visits and keeping the culvert system free of any obstructions. **Our service includes twenty-one scheduled visits per year (1 each in December, January, and February; and 2 each in the remainder months), as well as any unscheduled visits that may be deemed necessary.** A field activity report will be provided to let you know what was accomplished each visit.

My objective for the ponds at **Glen Saint Johns** is to make, and keep, it as aesthetic as possible. The price for the ponds management contract is **\$940.27** per month or **\$11,283.24** per year.

**Upon approval of proposal, a formal contract will follow for signature.**

Initial: \_\_\_\_\_

Signature: \_\_\_\_\_



**Date:** \_\_\_\_\_

Joey Louks  
Estate Management Services, Inc.



## **Tab 9**



## **RESOLUTION 2022-05**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2022/2023, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Glen St Johns Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT:**

1. The Fiscal Year 2022/2023 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF AUGUST, 2022.**

**GLEN ST JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIRMAN / VICE CHAIRMAN**

**ATTEST:**

---

**SECRETARY / ASST. SECRETARY**



**EXHIBIT "A"**  
**BOARD OF SUPERVISORS MEETING DATES**  
**GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**

October 19, 2022

December 21, 2022

February 15, 2023

March 15, 2023

April 19, 2023

June 21, 2023

August 16, 2023

September 20, 2023

All meetings will convene at 10:00 a.m., and will be held at the Holiday Inn Express, 2300 State Road 16, St. Augustine, FL 32084



## **Tab 10**



## RESOLUTION 2022-06

### THE ANNUAL APPROPRIATION RESOLUTION OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2022, submitted to the Board of Supervisors ("**Board**") of the Glen St. Johns Community Development District ("**District**") proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT:

#### SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.



- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Glen St. Johns Community Development District for the Fiscal Year Ending September 30, 2023.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2022/2023, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RESERVE FUND(S)	\$_____
DEBT SERVICE FUND – SERIES 2006A	\$_____
TOTAL ALL FUNDS	\$_____

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2022/2023 or within 60 days following the end of the Fiscal Year 2022/2023 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if



the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

ATTEST:

**GLEN ST. JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson/Vice Chairperson, Board of  
Supervisors

**Exhibit A:** FY 2022/2023 Budget



# **Exhibit A**

FY 2023 Budget





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# **Glen St. Johns Community Development District**

[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

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## **Approved Proposed Budget for Fiscal Year 2022/2023**



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**Proposed Budget**  
**Glen St. Johns Community Development District**  
**General Fund**

	Chart of Accounts Classification	Actual YTD through 06/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 436,329	\$ 436,329	\$ 430,490	\$ 5,839	\$ 449,655	\$ 19,165	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 436,329</b>	<b>\$ 436,329</b>	<b>\$ 430,490</b>	<b>\$ 5,839</b>	<b>\$ 449,655</b>	<b>\$ 19,165</b>	
8								
9	<b>TOTAL REVENUES AND BALANCE</b>	<b>\$ 436,329</b>	<b>\$ 436,329</b>	<b>\$ 430,490</b>	<b>\$ 5,839</b>	<b>\$ 449,655</b>	<b>\$ 19,165</b>	
10								
11	<b>EXPENDITURES -</b>							
12								
13	Legislative							
14	Supervisor Fees	\$ 4,600	\$ 6,600	\$ 8,000	\$ 1,400	\$ 8,000	\$ -	Based on 8 meetings
15	Financial & Administrative							
16	Administrative Services	\$ 3,650	\$ 4,867	\$ 4,867	\$ -	\$ 5,110	\$ 243	
17	District Management	\$ 11,588	\$ 15,450	\$ 15,450	\$ -	\$ 16,223	\$ 773	
18	District Engineer	\$ 7,951	\$ 17,117	\$ 7,000	\$ (10,117)	\$ 7,000	\$ -	FY 21/22 Includes Stormwater Analysis
19	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
20	Trustees Fees	\$ 3,950	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	
21	Assessment Roll	\$ 5,408	\$ 5,408	\$ 5,408	\$ -	\$ 5,678	\$ 270	
22	Financial & Revenue Collections	\$ 3,013	\$ 4,017	\$ 4,017	\$ -	\$ 4,218	\$ 201	
23	Accounting Services	\$ 10,197	\$ 13,596	\$ 13,596	\$ -	\$ 14,276	\$ 680	
24	Auditing Services	\$ 3,429	\$ 3,429	\$ 3,400	\$ (29)	\$ 3,500	\$ 100	Based on Current Engagement
25	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
26	Public Officials Liability Insurance	\$ 2,826	\$ 2,826	\$ 2,960	\$ 134	\$ 3,674	\$ 714	Proposed to Reflect a 30% Estimated Increase
27	Legal Advertising	\$ 561	\$ 1,200	\$ 2,000	\$ 800	\$ 1,750	\$ (250)	
28	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
29	Miscellaneous Fees	\$ 462	\$ 862	\$ 1,000	\$ 138	\$ 1,000	\$ -	Includes Meeting Room
30	Website Hosting, Maintenance, Backup	\$ 2,053	\$ 2,737	\$ 3,735	\$ 998	\$ 3,735	\$ -	Per Current Agreement
31	Legal Counsel							
32	District Counsel	\$ 7,081	\$ 9,441	\$ 15,000	\$ 5,559	\$ 15,000	\$ -	
33								
34	<b>Administrative Subtotal</b>	<b>\$ 72,444</b>	<b>\$ 101,226</b>	<b>\$ 100,108</b>	<b>\$ (1,118)</b>	<b>\$ 102,839</b>	<b>\$ 2,731</b>	
35								
36	<b>EXPENDITURES - FIELD</b>							
37								
38	Electric Utility Services							
39	Utility Services	\$ 6,358	\$ 8,477	\$ 9,000	\$ 523	\$ 10,500	\$ 1,500	
40	Street Lights	\$ 28,999	\$ 38,665	\$ 37,000	\$ (1,665)	\$ 39,552	\$ 2,552	
41	Garbage/Solid Waste Control Services							
42	Garbage - Recreation Facility	\$ 1,203	\$ 1,604	\$ 1,500	\$ (104)	\$ 1,600	\$ 100	
43	Water-Sewer Combination Services							
44	Utility Services	\$ 4,567	\$ 6,089	\$ 6,700	\$ 611	\$ 6,700	\$ -	CDD Took Over Meter at Trellis Bay Park Feb. 2021
45	Stormwater Control							
46	Aquatic Maintenance	\$ 7,413	\$ 10,100	\$ 10,100	\$ -	\$ 11,284	\$ 1,184	As Proposed
47	Other Physical Environment							
48	General Liability/Property Insurance	\$ 9,771	\$ 9,771	\$ 10,160	\$ 389	\$ 12,702	\$ 2,542	Proposed to Reflect Estimated Increase & Includes New Playground Equipment
49	Landscape & Irrigation Maintenance	\$ 76,872	\$ 103,717	\$ 111,600	\$ 7,883	\$ 111,600	\$ -	
50	Irrigation Repairs	\$ 180	\$ 3,750	\$ 4,500	\$ 750	\$ 4,500	\$ -	
51	Landscape - Mulch/Pine Straw	\$ 10,080	\$ 24,192	\$ 20,160	\$ (4,032)	\$ 20,160	\$ -	Proposed to Include 2 Installations
52	Landscape Miscellaneous Expense	\$ 1,525	\$ 6,213	\$ 4,400	\$ (1,813)	\$ 4,400	\$ -	Includes Top Choice, Palm Trimming, Tree Dropping and/or Removal, Buffer Bed
53	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 1,955	\$ 8,000	\$ 6,045	\$ 8,000	\$ -	
54	Road & Street Facilities							
55	Entry Features, Roadway, Sidewalk Repair & Maintenance	\$ 15,427	\$ 16,480	\$ 15,000	\$ (1,480)	\$ 15,000	\$ -	Includes Pressure Washing, Sidewalk Repair and Cold Patching
56	Parks & Recreation							



**Proposed Budget**  
**Glen St. Johns Community Development District**  
**General Fund**

	Chart of Accounts Classification	Actual YTD through 06/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
57	Amenity Maintenance/Field Operations Contract	\$ 14,210	\$ 15,540	\$ 15,600	\$ 60	\$ 16,452	\$ 852	As Proposed
58	Amenity General Maintenance - Contract				\$ -	\$ 5,239	\$ 5,239	NEW LINE FY 22/23. As Proposed.
59	Seasonal Facility Monitors	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 6,707	\$ 1,707	
60	Phone & Internet	\$ 923	\$ 2,215	\$ 1,433	\$ (782)	\$ 1,433	\$ -	
61	Amenity Facility Janitorial Services Contract	\$ 4,256	\$ 5,675	\$ 5,700	\$ 25	\$ 7,983	\$ 2,283	As Proposed.
62	Fitness Equipment Preventative Maintenance & Repairs	\$ 215	\$ 287	\$ 2,500	\$ 2,213	\$ 2,500	\$ -	Includes Quarterly PM
63	Pool Service (Chemicals & Permits)	\$ 13,180	\$ 17,573	\$ 14,572	\$ (3,001)	\$ 9,700	\$ (4,872)	Pool Maintenance Contract Portion Moved to Line 65 FY 22/23
64	Pool Service Contract (Maintenance)				\$ -	\$ 5,239	\$ 5,239	NEW LINE FY 22/23 For Pool Maintenance Contract only as Proposed
65	Amenity Maintenance & Repairs	\$ 9,782	\$ 16,802	\$ 10,749	\$ (6,053)	\$ 10,749	\$ -	FY 21/22 Includes Painting, LED Lights, Gutters, New Faucets in Restrooms, Approved Pool, Sprinkler System and Lift Chair Repairs. FY 22/23 Proposed to Possibly Include Exterior Painting
66	Amenity Facility Janitorial Supplies	\$ 429	\$ 1,800	\$ 2,000	\$ 200	\$ 2,000	\$ -	
67	Park/Playground Repairs	\$ -	\$ 1,500	\$ 3,000	\$ 1,500	\$ 3,000	\$ -	
68	Access Control Maintenance & Repair	\$ 599	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	
69	Special Events							
70	Special Events	\$ 4,087	\$ 4,087	\$ 3,500	\$ (587)	\$ 3,500	\$ -	Holiday Decorations
71	Contingency							
72	Miscellaneous Contingency	\$ 22,992	\$ 35,000	\$ 26,208	\$ (8,792)	\$ 24,316	\$ (1,892)	FY 21/22 Includes Fitness Room Flooring, New Fitness Equipment, Parking Path Project and Balance of Playground Installation. FY 22/23 Proposed to possibly Include Repairs From Annual Engineer's Report.
73								
74	<b>Field Operations Subtotal</b>	<b>\$ 233,068</b>	<b>\$ 338,493</b>	<b>\$ 330,382</b>	<b>\$ (8,111)</b>	<b>\$ 346,816</b>	<b>\$ 16,434</b>	
75								
76								
77	<b>TOTAL EXPENDITURES</b>	<b>\$ 305,512</b>	<b>\$ 439,719</b>	<b>\$ 430,490</b>	<b>\$ (9,229)</b>	<b>\$ 449,655</b>	<b>\$ 19,165</b>	
78								
79	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 130,817</b>	<b>\$ (3,390)</b>	<b>\$ -</b>	<b>\$ (3,390)</b>	<b>\$ -</b>	<b>\$ -</b>	



Proposed Budget  
Glen St. Johns Community Development District  
Reserve Fund  
Fiscal Year 2022/2023

	Chart of Accounts Classification	Actual YTD through 06/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll	\$ 74,718	\$ 74,718	\$ 74,718	\$ -	\$ 55,553	\$ (19,165)	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 74,718</b>	<b>\$ 74,718</b>	<b>\$ 74,718</b>	<b>\$ -</b>	<b>\$ 55,553</b>	<b>\$ (19,165)</b>	
8								
9	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10								
11	<b>TOTAL REVENUES AND</b>	<b>\$ 74,718</b>	<b>\$ 74,718</b>	<b>\$ 74,718</b>	<b>\$ -</b>	<b>\$ 55,553</b>	<b>\$ (19,165)</b>	
12								
13								
14	<b>EXPENDITURES</b>							
15								
16	Contingency							
17	Capital Reserves			\$ 74,718	\$ 74,718	\$ 55,553	\$ (19,165)	
18								
19	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,718</b>	<b>\$ 74,718</b>	<b>\$ 55,553</b>	<b>\$ (19,165)</b>	
20								
21	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 74,718</b>	<b>\$ 74,718</b>	<b>\$ -</b>	<b>\$ 74,718</b>	<b>\$ -</b>	<b>\$ -</b>	
22								



## Debt Service

Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2006A	Budget for 2022/2023
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$105,890.33	\$105,890.33
<b>TOTAL REVENUES</b>	<b>\$105,890.33</b>	<b>\$105,890.33</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$105,890.33	\$105,890.33
<b>Administrative Subtotal</b>	<b>\$105,890.33</b>	<b>\$105,890.33</b>
<b>TOTAL EXPENDITURES</b>	<b>\$105,890.33</b>	<b>\$105,890.33</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

St. Johns County Collection Costs (2%) and Early payment Discounts (4%)

6.0%

**Gross assessments****\$112,649.29****Notes:**

Tax Roll Collection Costs and early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received



**Glen St. Johns Community Development District**

**FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

<b>2022/2023 O&amp;M Budget</b>		\$505,208.00
<b>St. Johns County Collection Cost @</b>	<b>2%</b>	\$10,749.11
<b>Early Payment Discount @</b>	<b>4%</b>	\$21,498.21
<b>2022/2023 Total</b>		<b>\$537,455.32</b>

<b>2021/2022 O&amp;M Budget</b>	\$505,208.00
<b>2022/2023 O&amp;M Budget</b>	\$505,208.00

<b>Total Difference</b>	<b>\$0.00</b>
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	<b>PER UNIT ANNUAL ASSESSMENT</b>		<b>Proposed Increase / Decrease</b>	
	<b>2021/2022</b>	<b>2022/2023</b>	<b>\$</b>	<b>%</b>
<b>Debt Service - Single Family</b>	\$1,300.00	\$1,300.00	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$1,129.11	\$1,129.11	\$0.00	0.00%
<b>Total</b>	<b>\$2,429.11</b>	<b>\$2,429.11</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Debt Service - Single Family <sup>(1)</sup></b>	\$655.11	\$655.11	\$0.00	0.00%
<b>Operations/Maintenance - Single Family</b>	\$1,129.11	\$1,129.11	\$0.00	0.00%
<b>Total</b>	<b>\$1,784.22</b>	<b>\$1,784.22</b>	<b>\$0.00</b>	<b>0.00%</b>

<sup>(1)</sup> Reflects partial payoff.



**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2022/2023 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$505,208.00
COLLECTION COSTS @	2%	\$10,749.11
EARLY PAYMENT DISCOUNT @	4%	\$21,498.21
TOTAL O&M ASSESSMENT		<u>\$537,455.32</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&amp;M ASSESSMENT</u>				<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>O&amp;M</u>	<u>2006A DEBT SERVICE</u> <sup>(1) (2)</sup>	<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>	<u>O&amp;M</u>	<u>2006A DEBT SERVICE</u> <sup>(3)</sup>	<u>TOTAL</u> <sup>(4)</sup>
SINGLE FAMILY	437	67	1.00	437.00	91.81%	\$493,420.11	\$1,129.11	\$1,300.00	\$2,429.11
SINGLE FAMILY <sup>(5)</sup>	39	39	1.00	39.00	8.19%	\$44,035.20	\$1,129.11	\$655.11	\$1,784.22
<b>Total Community</b>	<u>476</u>	<u>106</u>		<u>476.00</u>	<u>100.00%</u>	<u>\$537,455.32</u>			

LESS: St. Johns County Collection Costs (2%) and Early Payment Discounts (4%): (\$32,247.32)

**Net Revenue to be Collected** \$505,208.00

(1) Reflects 370 prepayments.

(2) Reflects the number of total lots with Series 2006A debt outstanding.

(3) Annual debt service assessment per lot adopted in connection with the Series 2006A bond issue. Annual assessment includes principal, interest, St. Johns County collection costs (if applicable) and early payment discount costs.

(4) Annual assessment for platted lots will appear on November 2022 St. Johns County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.



(5) 39 Single Family lots reflect partial payoff of 2006A Debt Service.



## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.





## **EXPENDITURES – ADMINISTRATIVE:**

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



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**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



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**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.



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**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.



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**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



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## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



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## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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## **Tab 11**



## RESOLUTION 2022-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2022/2023; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Glen St. Johns Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in St. Johns County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2022/2023; and



**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Glen St. Johns Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
SUPERVISORS OF THE GLEN ST. JOHNS COMMUNITY  
DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County



Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

**GLEN ST. JOHNS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll



# **Exhibit A**

FY 2023 Budget



# **Exhibit B**

## **Assessment Roll**

The Assessment Roll is maintained in the District's official records and is available upon request. Certain Exempt information may be redacted prior to release in compliance with Chapter 119, FL Statutes.



## **Tab 12**



## SECOND ADDENDUM TO THE CONTRACT FOR PROFESSIONAL DISTRICT SERVICES

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This Second Addendum to the Contract for Professional District Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2022 (the “**Effective Date**”), by and between **Glen St. Johns Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for Professional District Services dated May 8th, 2019 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend **Exhibit B** - Schedule of Fees of the Fees and Expenses, section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend **Exhibit B** - Schedule of Fees attached.

The amended **Exhibit B** - Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*



Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_  
 PRINTED NAME: William J. Rizzetta  
 TITLE: President  
 DATE: \_\_\_\_\_

**\_GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 TITLE: Chairman/Vice Chairman  
 DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
 Vice Chairman/Assistant Secretary  
 Board of Supervisors

\_\_\_\_\_  
 Print Name

**Exhibit B – Schedule of Fees**



**EXHIBIT B**  
Schedule of Fees

**STANDARD ON-GOING SERVICES:**

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$1,351.92	\$16,223
Administrative:	\$425.83	\$5,110
Accounting:	\$1,189.67	\$14,276
Financial & Revenue Collections:	\$351.50	\$4,218
Assessment Roll <sup>(1)</sup>		\$5,678
<b>Total Standard On-Going Services:</b>	<b>\$3,318.92</b>	<b>\$45,505</b>

(1) Assessment Roll is paid in one lump-sum at the time the roll is completed (October).



<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Senior Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00



## **TAB 13**



# **GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**

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**Rules, Policies and Fees  
For the  
Amenity Facilities  
Adopted – October 17, 2013**

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**Glen St. Johns Amenity Center  
1430 St. Thomas Island Parkway  
St. Augustine, FL. 32092**



## **DEFINITIONS**

**“Amenity Facilities” or “Amenity”** – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the amenity center, together with their appurtenant facilities and areas.

**“Amenity Facilities Policies” or “Policies”** – shall mean these Amenity Facilities Policies of Glen St. Johns Community Development District, as amended from time to time.

**“Amenity Manager”** – shall mean the District Manager or that person or firm so designated by the District’s Board of Supervisors.

**“Annual User Fee”** – shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident User. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

**“Board of Supervisors” or “Board”** – shall mean the Glen St. Johns Community Development District’s Board of Supervisors.

**“Guest”** – shall mean any person or persons who are invited by a Patron to participate in the use of the Amenity Facilities.

**“District”** – shall mean the Glen St. Johns Community Development District.

**“District Manager”** – shall mean the professional management company with which the District has contracted to provide management services to the District.

**“Non-Resident User”** – shall mean any person or Family not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

**“Patron” or “Patrons”** – shall mean Residents, Non-Resident Users, and Renters/Leaseholders who are eighteen (18) years of age and older.

**“Property Owner”** – shall mean that person or persons having fee simple ownership of land within the Glen St. Johns Community Development District.

**“Renter”** – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement.

**“Resident”** – shall mean any person or persons having residing in a home within the Glen St. Johns Community Development District that is a Property Owner or a Renter assigned user privileges pursuant to the policies set forth herein.



## **GLEN ST. JOHNS ANNUAL USER FEE**

The Annual User Fee for any Non Resident is \$3000.00 per year. This payment must be paid in full at the time of completion of the Non-Resident user application and the corresponding agreement. This fee will permit the use of all Amenity Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent renewal shall be paid in full on the anniversary date of application for use of the Amenity Facilities by Non Residents. Such fee may be increased, not more than once per year, by action of the Board of Supervisors, to reflect increased costs of operation of the amenity facilities. The use of the Amenity Facility is not available for commercial purposes.

## **GUESTS**

- (1) Patrons who have a Guest are responsible for any and all actions taken by such Guest. Violation by a Guest on any of these Policies as set forth by the District could result in loss of that Patron's privileges and membership.
- (2) Each Patron may bring no more than five (5) persons as guests to the Amenities at one time.

## **RENTER'S PRIVILEGES**

- (1) Property Owners who rent out or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Property Owners Amenity Facilities privileges.
- (2) In order for the Renter to be entitled to use the Amenity Facilities, the Renter must complete the Non Resident user application and sign the accompanying agreement. The Annual User Fee will then be waived for the Renter. A Renter who is designated as the beneficial user of the Resident's membership shall be entitled to the same rights and privileges to use the Amenity Facilities as the Resident.
- (3) During the period when a Renter is designated as the beneficial user of the Property Owner's privilege to use the Amenity Facilities, the Property Owner shall not be entitled to use the Amenity Facilities with respect to that property.
- (4) Property Owners shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Property Owners are responsible for the deportment of their respective Renter.
- (5) Renters shall be subject to such other rules and regulations as the Board may adopt from time to time.



## **GENERAL FACILITY PROVISIONS**

All Patrons and Guests using the Amenity Facilities are expected to conduct themselves in a responsible, courteous and safe manner, in compliance with all policies and rules of the District governing the Amenity Facilities. Violation of the District's Policies and/or misuse or destruction of Amenity Facility equipment may result in the suspension or termination of District Amenity Facility privileges with respect to the offending Patron or Guest.

The Board reserves the right to amend, modify, or delete, in part or in their entirety, these Policies when necessary, at a duly-noticed Board meeting, and will notify the Patrons of any changes. However, in order to change or modify rates or fees beyond the increases specifically allowed for by the District's rules and regulations, the Board must hold a duly-noticed public hearing on said rates and fees.

- (1) Children under thirteen (13) years of age must be accompanied at all times by a parent or adult Patron over eighteen (18) years of age.
- (2) Dogs and all other pets (with the exception of Service Animals) are not permitted at the Amenity Facilities.
- (3) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic.
- (4) Fireworks of any kind are not permitted anywhere at or on the Amenity Facilities or adjacent areas.
- (5) The Board of Supervisors (as an entity), its appointee(s), and the District Manager shall have full authority to enforce these policies.
- (6) Smoking and electronic cigarettes are not permitted at any of the Glen St. Johns Amenity Facilities or lands.
- (7) Glass and other breakable items are not permitted at any Amenity Facility.
- (8) Patrons and their Guests shall treat all staff members with courtesy and respect.
- (9) Off-road bikes/vehicles are prohibited on all property owned, maintained and operated by the District or on any of the Amenity Facilities.
- (10) The District will not offer childcare services to Patrons or Guests at any of the Amenity Facilities.
- (11) Skateboarding and rollerblading are not allowed on the Amenity Facilities property at any time. This includes, but is not limited to, the Amenity Center, play lawn, playground area, and sidewalks surrounding these areas.



- (12) Alcoholic beverages are not permitted at any District owned facility or property at anytime.
- (13) Commercial advertisements shall not be posted or circulated in the Amenity Facilities. Except as may otherwise be permitted by law, petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenity Facilities property unless approved in writing by the District Manager.
- (14) The Amenity Facilities shall not be used for commercial purposes. The term “commercial purposes” shall mean those activities which involve, in any way, the provision of goods or services for compensation.
- (15) Firearms or any other weapons are not permitted in any of the Amenity Facilities.
- (16) The District Manager reserves the right to authorize all programs and activities, including the number of participants, equipment and supplies usage, facility reservations, etc., at all Amenity Facilities, except usage and rental fees that have been established by the Board.
- (17) Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at any Amenity Facility.
- (18) All Patrons and each Guest shall abide by and comply with any and all federal, state and local laws and ordinances while present at or utilizing the Amenity Facilities, and shall ensure that any minor for whom they are responsible also complies with the same.

#### **LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY**

- (1) Each Patron and each Guest, as a condition of use of the Amenity Facilities, assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on or in any of the Amenity Facilities.
- (2) No person shall remove from the Amenity Facility, any property or furniture belonging to the District or its contractors without proper authorization from the District Manager or the Board. Patrons shall be liable for any property damage and/or personal injury at the Amenity Facilities, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, which is caused by the Patron or the Patron’s Guest or family member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses it suffers due to property damage or personal injury caused by a Patron or the Patron’s Guest or family member(s).
- (3) Any Patron, Guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function,



exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Facilities' premises, shall do so at his or her own risk, and shall hold the Amenity Facilities' owners, the District, the Board of Supervisors, District employees, District representatives, District contractors and District agents, harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting there from and/or from any act of omission of the District, or their respective operators, supervisors, employees, contractors or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, supervisors, employees, representatives, contractors, and agents hereunder with respect to any loss, cost, claim, injury, damage or liability sustained or incurred by any Guest or Patron.

- (4) Should any party bound by these Policies bring suit against the District, the Board of Supervisors or staff, agents or employees of the District, or any Amenity Facility operator or its officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated, organized, arranged or sponsored by the District, and fail to obtain judgment therein against the District or the Amenity Facilities' operators, officers, employees, representatives, contractors or agents, said party bringing suit shall be liable to the prevailing party (i.e. the District, etc.) for all costs and expenses incurred by it in the defense of such suit, including court costs and attorney's fees through all appellate proceedings.

### **AMENITY FACILITY OPERATIONS**

***Hours:*** The District Amenity Facilities are available for use by Patrons during normal operating hours to be established and posted by the District.

***Emergencies:*** After contacting 911 if required, all emergencies and injuries must be reported to the District Office at 904-436-6270.

***Please note that the Amenity Facilities are unattended facilities. Persons using the Amenity Facilities do so at their own risk. Additional staff members are not present to provide personal training, exercise consultation or athletic instruction, unless otherwise noted, to Patrons or Guests. Persons interested in using the Amenity Facilities are encouraged to consult with a physician prior to commencing a fitness program.***



## **GENERAL SWIMMING POOL RULES**

### ***NO LIFEGUARD ON DUTY – SWIM AT YOUR OWN RISK***

- (1) Children under thirteen (13) years of age must be accompanied at all times by a parent or adult Patron during usage of the pool facility.
- (2) No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
- (3) Hanging on the lane lines, interfering with the lap-swimming lane, and diving are prohibited.
- (4) Radios, tape players, CD players, MP3 players and televisions are not permitted unless they are personal units equipped with headphones.
- (5) Swimming is permitted only during designated hours as posted at the pool, and such hours are subject to change at the discretion of the District Manager. Swimming after dusk is prohibited by the Florida Department of Health. Patrons and Guests swim at their own risk and must adhere to swimming pool rules at all times.
- (6) Showers are required before entering the pool.
- (7) Alcohol and glass containers are prohibited.
- (8) Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
- (9) The usage of play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices are not permitted.
- (10) Swimming pool hours will be posted. Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations. This day will be every Monday except for Holidays when the pool will be open; the pool will then be closed on Tuesday.
- (11) Pets (except Service Animals), bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area or inside the Amenity Facilities.
- (12) The District Manager, or its designee, reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
- (13) Any person swimming during non-posted swimming hours may be suspended from using the facility.
- (14) Proper swim attire (no cutoffs) must be worn in the pool.
- (15) No chewing gum is permitted in the pool or on the pool deck area.
- (16) For the comfort of others, the changing of diapers or clothes is not allowed poolside.
- (17) No one shall pollute the pool. Anyone who pollutes the pool is liable for any costs incurred in treating and reopening the pool.
- (18) Radio controlled water craft are not allowed in the pool area.
- (19) Pool entrances must be kept clear at all times.
- (20) No swinging on ladders, fences, or railings is allowed.
- (21) Pool furniture is not to be removed from the pool area.
- (22) Loud, profane, or abusive language is absolutely prohibited.
- (23) No physical or verbal abuse will be tolerated.



- (24) Tobacco products are not allowed in the pool area.
- (25) Illegal drugs are not permitted.
- (26) The District is not responsible for lost or stolen items.
- (27) Chemicals used in the pool/spa may affect certain hair or fabric colors. The District is not responsible for these effects.
- (28) The Amenity Center pool and covered lanai area may not be rented at anytime; however, access may be limited at certain times for various District functions, as approved by the Board.

### **SWIMMING POOL: FECES POLICY**

- (1) If contamination occurs, the pool will be closed for twelve (12) hours or until remedied so that remedial measures may be taken to ensure safe swimming conditions.
- (2) Parents should take their children to the restroom before entering the pool.
- (3) Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper.

### **FITNESS TRAINING ROOM POLICIES**

***Eligible Users:*** Patrons and Guests sixteen (16) years of age and older are permitted to use the District fitness training room during designated operating hours. No children under the age of sixteen (16) are allowed in the District fitness training room at any time without specific consent from the District's Board of Supervisors.

***Food and Beverage:*** Food (including chewing gum) is not permitted within the District fitness training room. Beverages, however, are permitted in the District fitness training room if contained in non-breakable containers with screw top or sealed lids. Alcoholic beverages are not permitted. Smoking and electronic cigarettes are not permitted in the fitness training room.

- (1) Appropriate attire and footwear (covering the entire foot) must be worn at all times in the District fitness training room. Appropriate attire includes t-shirts, tank tops, shorts, leotards, and/or sweat suits (no swimsuits).
- (2) Each individual is responsible for wiping off fitness equipment after use.
- (3) Use of personal trainers in the District fitness training room would require approval of the District Manager.
- (4) Hand chalk is not permitted to be used in the District fitness training room.
- (5) Radios, tape players and CD players are not permitted unless they are personal units equipped with headphones.
- (6) No bags, gear, or jackets are permitted on the floor of the District fitness training room or on the fitness equipment.
- (7) Weights or other fitness equipment may not be removed from the District fitness centers.
- (8) Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets on weight equipment if other persons are waiting.
- (9) Please be respectful of others. Allow other Patrons and Guests to also use equipment, especially the cardiovascular equipment.
- (10) Please replace weights to their proper location after use.



- (11) Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights.

### **DISTRICT PLAYGROUND POLICIES**

- (1) Children under the age of eight (8) must be accompanied by an adult Patron.
- (2) No roughhousing on the playground.
- (3) Persons using the playground must clean up all food, beverages and miscellaneous trash brought to the playground. Glass containers are prohibited.
- (4) The use of profanity or disruptive behavior is absolutely prohibited.
- (5) Patrons and Guests who use the playground do so at their own risk.
- (6) The playgrounds may not be reserved or rented by Patrons; however, they may be reserved by the District for District-sponsored events or functions.

### **GENERAL PURPOSE ATHLETIC FIELDS**

The play lawn is open to all Patrons for use from dawn to dusk, seven (7) days a week. The field is not to be used for organized athletic events other than District sponsored events. Should you have any questions regarding this policy please contact the District Manager.

### **PETS**

Dogs and all other pets (with the exception of service animals, as such term is defined by the Americans with Disabilities Act) shall not be permitted at the Amenity Facilities. Dogs and all other pets (with the exception of service animals, as such term is defined by the Americans with Disabilities Act) must be kept on a leash at all times on property that is owned by the District other than the Amenity Facilities, including, but not limited to the stormwater pond banks.

### **SUSPENSION AND TERMINATION OF PRIVILEGES**

#### **Relating to the Health, Safety and Welfare of the Patrons and Damage to Amenity Facilities:**

Notwithstanding anything contained herein, the District Manager may, at any time, restrict or suspend any Patron's or Guest's privileges to use any or all of the Amenity Facilities when such action is necessary to protect the health, safety and welfare of other Patrons and their Guests, or to protect the Amenity Facilities from damage. Such restriction or suspension shall be for a maximum period of thirty (30) days or until the date of the next Board of Supervisors meeting, whichever occurs first. Such infraction and suspension shall be documented by the District Manager. The Board of Supervisors shall be notified to review this action at the next Board of Supervisors meeting.



### **Relating to District Policies and Fees for All Amenity Facilities:**

A Patron's or Guest's privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination for up to one (1) calendar year by the Board of Supervisors, and a Patron or Guest may also be required to pay restitution for any property damage, if a he or she:

1. Fails to abide by the District Policies and Fees for All Amenity Facilities established and approved by the Board of Supervisors.
2. Submits false information on facility applications.
3. Permits unauthorized use of an Access Card or other methods of entry.
4. Exhibits unsatisfactory behavior, deportment or appearance.
5. Treats the personnel or employees of the District in an unreasonable or abusive manner.
6. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the District.
7. Damages or destroys District property.

### **District Suspension and Termination Process:**

In response to any violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a Patron's or Guest's privileges:

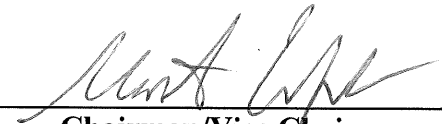
- A. First Offense –Written warning by staff of continued policy violations signed by the Patron/Guest and kept on file at the District Manager's Office.
- B. Second Offense – Automatic suspension of all Amenity Facilities privileges for one (1) week; a written report will be created, signed by the Patron/Guest and kept on file at the District Manager's Office.
- C. Third Offense – Automatic suspension from all Amenity Facilities for up to thirty (30) days or until the date of the next Board of Supervisors Meeting whichever occurs first. At this time a complete record of all previous documented offenses within the previous twelve (12) months will be presented to the Board for recommendation of suspension beyond thirty (30) days or possible termination of the Patron's/Guests privileges for up to one (1) calendar year from the Board's approval of termination of privileges.

Patrons whose privileges have been suspended or revoked may have the determination reviewed by the District's Board of Supervisors pursuant to Section 3.0 of the District's Rules of Procedure. Any request for a hearing by the District's Board of Supervisors shall act to hold any such suspension being appealed in abeyance.



The above polices were amended and adopted by the Board of Supervisors for the Glen St. Johns Community Development District on this day the 17<sup>th</sup> of Oct. 2013.

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman



**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT**  
***RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT***

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In accordance with Chapter 190, *Florida Statutes*, and on August 21, 2019, at a duly noticed public meeting, the Board of Supervisors of the Glen St. Johns Community Development District (the “District”) will consider adoption of the following rules to govern overnight parking and parking enforcement on certain District property (“Rules”). The below Rules repeal and supersede all prior rules and/or policies governing the same subject matter.

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**SECTION 1. INTRODUCTION.** The District finds that parked Vehicles (hereinafter defined) on certain of its property cause hazards and danger to the health, safety and welfare of District residents and the public. These Rules are intended to provide the District’s residents and paid users with a means to remove such Vehicles from the designated Tow-Away Zones (hereinafter defined) consistent with these Rules.

**SECTION 2. DEFINITIONS.**

- A. *Commercial Vehicle.* Any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.
- B. *Mobile Vehicle.* Any mobile item which normally uses wheels, whether motorized or not.
- C. *Park; Parked; or Parking.* A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user.
- D. *Recreational Vehicle.* A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
- E. *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action as further provided within this Rule.
- F. *Vehicle.* Any Mobile Vehicle, Commercial Vehicle, Vessel, or Recreational Vehicle.
- G. *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.



### **SECTION 3. PARKING AND TOWING RULES.**

- A. ZOYSIA FIELD AND BERMUDA FIELD** – Parking of any Vehicle on these fields within the boundaries of the District as depicted in **Exhibit A** shall be prohibited at all times.
- B. AMENITY CENTER** – Parking of any Vehicle at the District-owned Amenity Center as depicted in **Exhibit A** shall be prohibited when the Amenity Center is closed (“Overnight Hours”).

**SECTION 4. ESTABLISHMENT OF TOW-AWAY ZONES.** At all times, the areas depicted in **Exhibit A** shall be “**Tow-Away Zones**.” Any Vehicle parked in violation of these Rules may be towed by the District at the sole expense of the owner of such Vehicle if it remains in violation of the terms and conditions of these Rules. The District shall not be liable to the owner of such Vehicle for trespass, conversion, damages, or otherwise, nor guilty of any criminal act by reason of such towing, and neither its removal nor failure of the owner of such Vehicle to receive any notice of said violation shall be grounds for relief of any kind. All towing shall be performed in accordance with Section 715.07, *Florida Statutes*.

### **SECTION 5. EXCEPTIONS.**

- A. VENDORS/CONTRACTORS/SPECIAL EXCEPTIONS.** Under special circumstances to be established by the District Manager, the District Manager or his/her designee may authorize vendors/consultants and/or others in writing to park its vehicles on District roadways, including, from time to time, upon Tow-Away Zones. All vehicles so authorized must be identified by a written parking pass from the District Manager or his/her designee.
- B. DELIVERY VEHICLES AND GOVERNMENTAL VEHICLES.** Delivery vehicles, including but not limited to, United States Postal Service, U.P.S., FedEx, moving company vehicles, and lawn maintenance vendors may temporarily park on District property, including, from time to time, upon Tow-Away Zones, while actively engaged in the operation of such businesses. Vehicles owned and operated by any governmental unit may also temporarily park on District property, including, from time to time, upon Tow-Away Zones, while carrying out official duties.

### **SECTION 6. TOWING/REMOVAL PROCEDURES.**

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District’s Board of Supervisors and shall be posted on District property in the manner set forth in Section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, *Florida Statutes*.
- B. TOWING AUTHORITY.** To effect towing of a Vehicle in violation of these rules, the District Manager or his or her designee must verify that the subject Vehicle



was not authorized to park under the Rules provided herein, then he or she must contact a towing operator authorized by Florida law to tow Vehicles for the removal of such unauthorized Vehicle at the owner's expense. The Vehicle shall be towed by a towing operator in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*.

- C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow unauthorized Vehicles, in accordance with Florida law and with the Rules set forth herein. Pursuant to Section 190.012(2)(d), *Florida Statutes*, the District's selection of a towing operator is not subject to public bidding if the towing operator is included in an approved list of towing operators maintained by St. Johns County, Florida.

**SECTION 7. PARKING AT YOUR OWN RISK.** Vehicles may be parked on District property pursuant to these Rules, provided however that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such Vehicles.

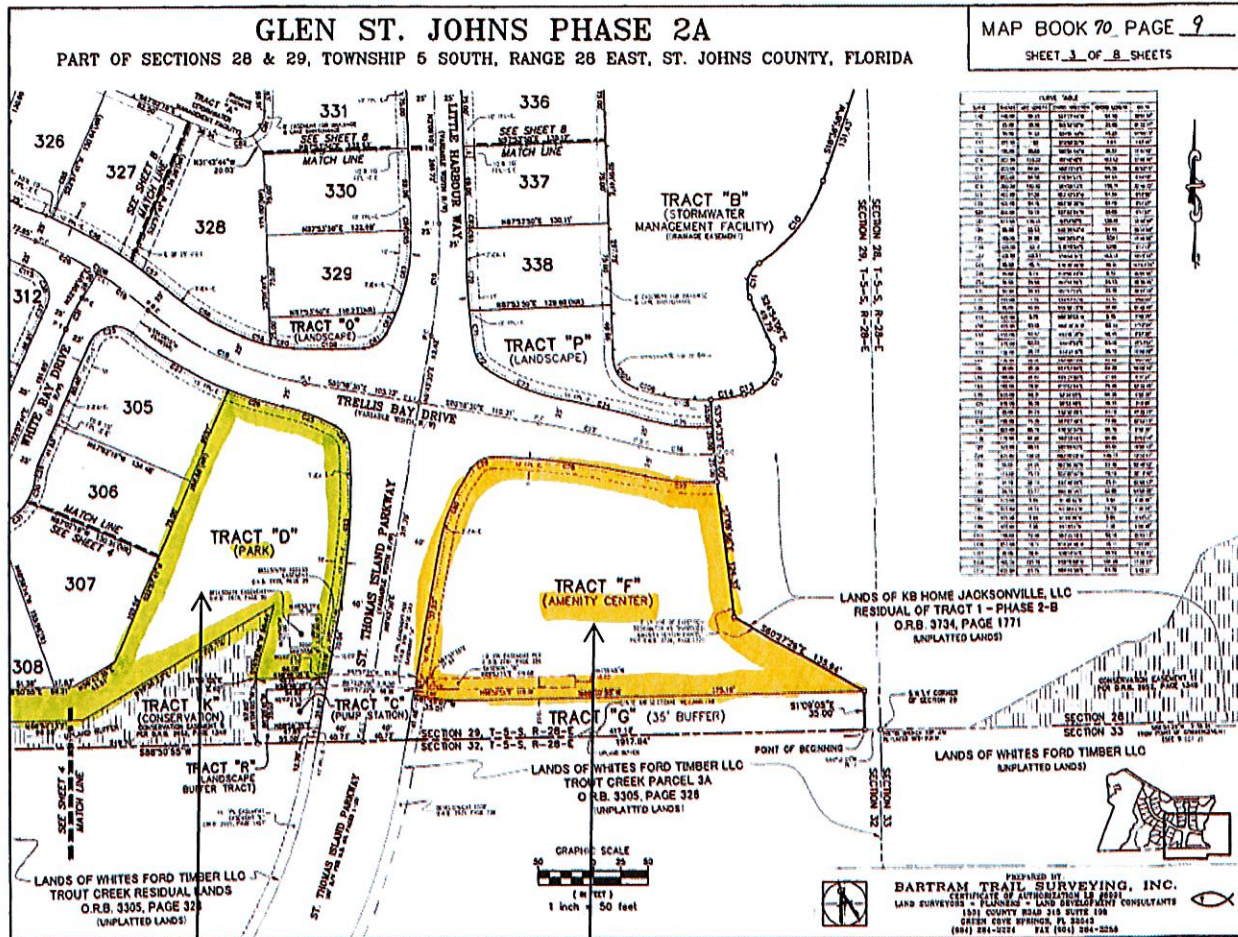
**EXHIBIT A – Tow-Away Zone**

Effective date: August 21, 2019



# Exhibit A

## Tow-Away Zone

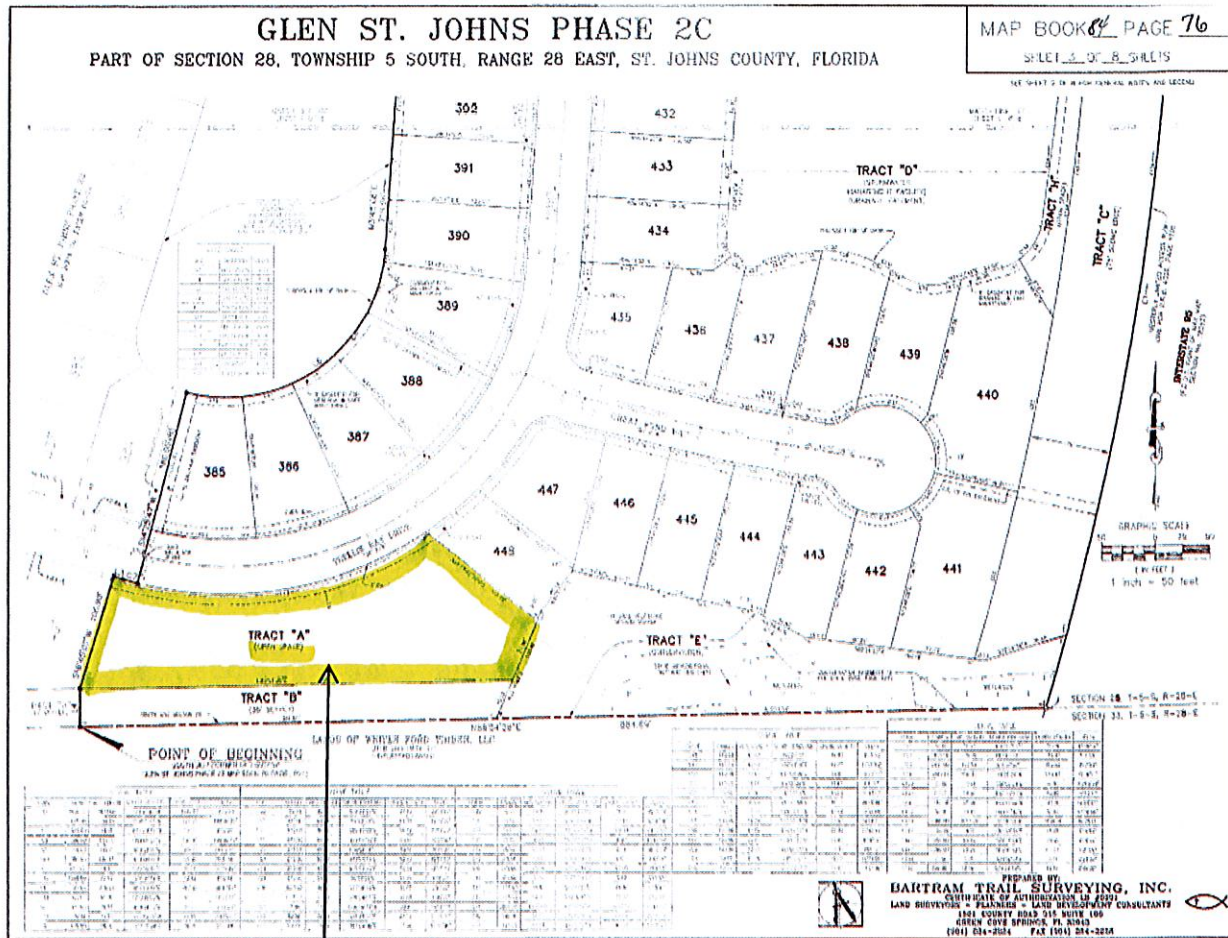


Zoysia Field

Amenity Center



# Exhibit A Continued



Bermuda Field